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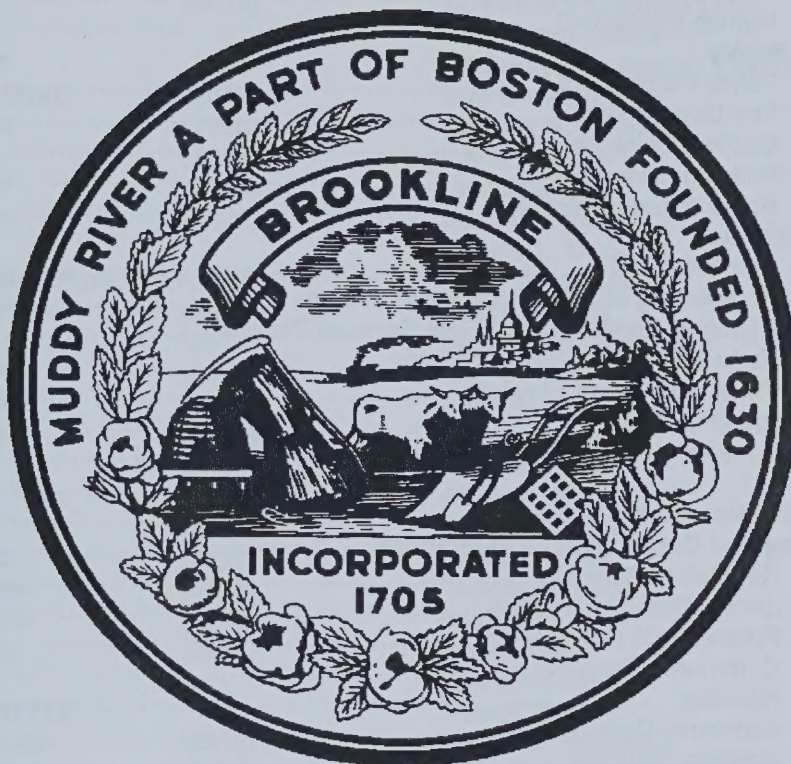
Town of Brookline



2017 Annual Report

This year's cover features the Town's Corey Hill Playground grand opening in 2017.
Photo provided by Merrill Shea.

TOWN OF BROOKLINE MASSACHUSETTS



312th Annual Report of the
Town Officers of Brookline
for the year ending December 31, 2017

www.brooklinema.gov

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TOWN OFFICERS
For the Municipal Year 2016

ELECTED TOWN OFFICES**MODERATOR**

Edward (Sandy) Gadsby (2018)

TOWN CLERK

Patrick J. Ward (2018)

SELECT BOARD

Neil Wishinsky, Chair (2019)

Benjamin Franco (2020)

Nancy Heller (2018)

Bernard Greene (2018)

Heather Hamilton (2020)

TRUSTEES OF THE PUBLIC LIBRARY

Puja P. Mehta, Chair (2019)

Carol Axelrod (2018)

Michael Burstein (2019)

Chris Chanyasulkit (2020)

Koinonia Givens (2020)

Vivien Goldman (2018)

Regina Healy (2018)

Gary Jones (2020)

Karen Livingston (2020)

Carol Troyen Lohe (2018)

Jonathan Margolis (2020)

Judith Vanderkay (2019)

SCHOOL COMMITTEE

David Pollark, Chair (2019)

Pen-Hau Ben Chang (2018)

Helen Charlupski (2019)

Susan Wolf Ditkoff (2019)

Suzanne Federspiel (2020)

Michael Glover (2020)

Julie Schreiner-Oldham (2020)

Barbara Scotto (2018)

Beth Jackson Stram (2018)

BROOKLINE HOUSING AUTHORITY

David Trietsch, Chair (2018)

Michael Jacobs, Vice Chair (2021)

Barbara B. Dugan (2020)

Judith Katz (State Appt) (2021)

Joanne M. Sullivan (2019)

CONSTABLES

Joseph G Figler (2019)

Neil Gordon (2019)

Stanley N. Rabinovitz (2019)

Cheryl Ann Snyder (2019)

Thomas John Vitolo (2019)

APPOINTED BY THE MODERATOR**ADVISORY COMMITTEE**

Sean Lynn-Jones (2019)

Carla Wyman Benka, Vice Chair (2019)

Ben Birnbaum (2018)

Clifford M. Brown (2019)

Carol B. Caro (2019)

Lea Cohen (2018)

John Doggett (2020)

Dennis L. Doughty (2020)

Harry Friedman (2019)

Janet Gelbart (2020)

David-Marc Goldstein (2019)

Neil Gordon (2019)

Kelly A. Hardebeck (2020)

Amy F. Hummel (2018)

Angela Hyatt (2018)

Alisa G. Jonas (2019)

Janice S. Kahn (2020)

Steven Kanes (2018)

Bobbie M. Knable (2018)

David Lescohier (2020)

Fred Levitan (2018)

Pamela Lodish (2018)

Shaari Mittel (2018)

Mariah C. Nobrega (2019)

Suan Roberts (2018)

Michael Sandman (2019)

Lee Selwyn (2020)

Kim Smith (2020)

Charles Swartz (2020)

Christine M. Westphal (2018)

COMMITTEE ON TOWN ORGANIZATION AND STRUCTURE

Jean D. Berg, Chair (2020)

Dick Benka (2018)

Harry Bohrs (2019)

Betsy DeWitt (2020)

Michael Robbins (2018)

Martin R. Rosenthal (2018)

Robert M. Stein (2019)

COMMITTEE ON CAMPAIGNS

James Fleming, Chair (2013)

Frank Farlow (2015)

Gary Jones (2014)

Barbara Pastan (2015)
Joel Shoner (2014)
Sloan Sable (Select Board's Rep.)

Linda Golburgh (Town Clerk Rep.)

SENIOR MANAGEMENT APPOINTMENTS

SELECT BOARD'S OFFICE

Melvin A. Kleckner, Town Administrator
Melissa Goff, Deputy Town Administrator
Austin Faison, Asst Town Administrator

BUILDING DEPARTMENT

Daniel Bennett, Commissioner
Charles Simmons, Public Buildings
Director
Tony Guigli, Building Project Administrator

COUNCIL ON AGING

Ruthann Dobek, Director

DIVERSITY INCLUSION/COMMUNITY RELATIONS

Lloyd Gellineau, Director

FINANCE DEPARTMENT

Jeanne Franconi, Director of Finance/
Treasurer/Collector
David Geanakakis, Chief Procurement
Officer
Michael DiPietro, Comptroller
Gary McCabe, Chief Assessor

FIRE CHIEF

Robert J. Ward, Acting

HEALTH & HUMAN SERVICES

Dr. Swannie Jett, Director

HUMAN RESOURCES

Sandra DeBow, Director

INFORMATION TECHNOLOGY

Kevin Stokes, Chief Information Officer

PLANNING & COMMUNITY DEVELOPMENT

Alison Steinfeld, Director
Joseph Viola, Assistant Director
Polly Selkoe, Chief Planner
Kara Brewton, Economic Development Officer

POLICE CHIEF

Daniel C. O'Leary

PUBLIC WORKS DEPARTMENT

Andrew Pappastergion, Commissioner
Frederick Russell, Water and Sewer Director
Peter Ditto, Engineering/Transportation Director
Erin Chute Gallentine, Parks & Open Space
Director
Kevin Johnson, Highway Director

RECREATION

Lisa Paradis, Director

SCHOOL SUPERINTENDENT

Andrew Bott

TOWN COUNSEL'S OFFICE

Joslin Ham Murphy, Town Counsel
John Buchheit, Assoc. Town Counsel
Patricia Correa, First Asst. Town Counsel
Jonathan Simpson Assoc. Town Counsel

TOWN LIBRARIAN

Sara Slymon, Director

VETERANS SERVICES

William McGroarty, Director

Boards and Commissions Appointed by the Select Board

ADVISORY COUNCIL ON PUBLIC HEALTH

Dr. Anthony Schlaff, Chair	(2020)
Cheryl Lefman	(2019)
Patricia Maher	(2020)
Dr. Peter Moyer	(2018)
Dr. Nalina Narain	(2019)
Gretchen Soddard	(2018)

AUDIT COMMITTEE

Bernard Greene, Chair
Peter Finnerty
Gregory Grobstein
James Littleton
Beth Jackson Stram
Lee Selwyn

BOARD OF ASSESSORS

Gary McCabe, Chair	(2019)
Mark J. Mazur	(2018)
Harold Petersen	(2020)

BOARD OF EXAMINERS

Barnett Berliner	(2017)
Fred Lebow	(2018)
Vacancy	(2016)

BROOKLINE INTERACTIVE GROUP

Amy Emmert
Leslie Forde
Adrienne Kerman
Raymond Latif
David Leschinsky
Laura Nooney
Noah Xu

COMMISSION FOR THE ARTS

Lea Cohen	(2019)
Ohad Cohen	(2020)
Amy Emmert	(2019)
Sara Erkal	(2021)
Betsy Frauenthal	(2019)
Kebbie Ghaderi	(2021)
Daniel Goston	(2018)
Donna Hollengerg	(2018)
Ilana Hirsch Lescohier	(2018)
Peter McDonald	(2018)
Courtney McGlynn	(2018)
Sydney Nolan	(2020)
Chris Santos	(2019)
Elmer Sprague	(2020)
Allyson Steinmetz	(2021)
Nancy Van Zant	(2020)

COMMISSION FOR WOMEN

Chris Chanyasulkit, Co-Chair	(2018)
Casey Hatchett, Co-Chair	(2020)
Jennifer Goldsmith	(2020)
Christine Fitzgerald	(2017)
Sonal Jhaveri	(2018)
Rita McNally	(2017)
Dr. Gloria Rudisch	(2017)
Cheryl Ann Snyder	(2018)
Jamie Tober	(2017)
Ginny Vaz	(2017)
Grace Yung Watson	(2017)
Vacancy	(2018)

BUILDING COMMISSION

Janet Fierman, Chair	(2018)
Karen Bresawski	(2020)
George Cole	(2019)
Kenneth Kaplan	(2019)
Nathan Peck	(2018)

COMMISSION ON DISABILITY

Saralynn Allaire, Chair	(2019)
James Miczek, Deputy Chair	(2019)
Myra Berloff	(2018)
Select Board Member Ben Franco	
Robert Heist	(2018)
Ann Kamensky	(2018)
Joan Mahon	(2017)
Elaine Ober	(2017)
Henry Winkelman	(2019)

CONSERVATION COMMISSION

Marcus Quigley, Chair	(2018)
Pamela Harvey	(2019)
Werner Lohe	(2020)
Pallavi Kalia Mande	(2018)
Deborah Myers	(2019)
Roberta Schnoor	(2018)
Benjamin Wish	(2018)
Vacancy	(2020)

ASSOCIATE MEMBERS

Marian Lazar	(2017)
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COUNCIL ON AGING

Roberta Winitzer, Chair	(2019)
Peter Ames	(2017)
Doris Toby Axelrod	(2017)
Judith Chasin	(2018)
Philip Fullerton	(2018)
Celia Lascarides	(2019)
Helen Lew	(2017)
Alberta Lipson	(2018)

John Mulhane (2019)
Yolanda Rodriguez (2017)
Agnes Rogers (2017)
Muriel Stark (2018)
William Wong (2017)

ASSOCIATE MEMBERS

Phyllis Bram (2017)
Clara Chin (2018)
Rita d'Entremont (2019)
Jean Doherty (2019)
Paula Friedman (2020)
Marjorie Diana Harvey (2015)
Barbara Kean (2017)
Sherri Lee (2019)
Fran Peter (2020)
Vera Sharma (2018)
Jeffrey Tannenbaum (2020)
Marian Weissman (2020)
Jackie Wright (2017)

COMMISSION FOR DIVERSITY, INCLUSION & COMMUNITY RELATIONS

Kelly Race, Chair (2020)
Sandy Batchelder, Jr. (2020)
John Malcolm Cawthorne (2019)
Jessica Chico (2019)
Alex Coleman (2018)
Manny Howard (2018)
Sean Jaynes (2019)
Yvette Johnson (2019)
Bob Lepson (2020)
Anthony Naro (2018)
Dwaign Tyndal (2018)
Cornelia Van Der Ziel (2020)
Ginny Vaz (2019)

ECONOMIC DEVELOPMENT ADVISORY BOARD

Paul Saner, Co-Chair (2020)
Anne Meyers, Co-Chair (2018)
Clifford Brown (2020)
Derrick Choi (2017)
Alan Christ (2019)
Susan Houston (2018)
Carol Levin (2018)
Kenneth Lewis (2019)
Thomas Nally (2019)
Marilyn Newman (2019)
Alden Raine (2018)
Donald A. Warner, AIA (2019)

HOUSING ADVISORY BOARD

Roger Blood, Chair (2018)
William Hardy (2020)
Karen Kepler (2020)
Rita McNally (Tenant Rep.) (2020)
Jennifer Raitt (2019)

Steven Heiken (Planning Board Rep.)
Michael Jacobs (Housing Authority Rep.)

HUMAN RESOURCES BOARD

Edward DeAngelo, Chair (2019)
Lori G. Cawthorne (2018)
Gerald Raphael (2019)
Dana M. Teague (2020)
Beth Venti (2018)

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Ernest Frey (2015)
John Gallagher (2016)
Stephanie Leung (2013)
Ariel Soiffer (2013)
Vacancy (2016)

MARTIN LUTHER KING COMMITTEE

Select Board Member Bernard Greene, Chair
Malcolm Cawthorne
Jack Curtis
Robert Daves
Amy Kamensky
Bobbie Knable
Bill Mitchell

NAMING COMMITTEE

Fred Lebow, Chair (2017)
John Bain (2018)
Carla Benka (2017)
Helen Charlupski (2018)
Wendy Ecker (2018)
Harry Friedman (Alternate) (2017)

NEIGHBORHOOD CONSERVATION DISTRICT

Paul Bell, Chair (2016)
Mark Allen (2020)
James Batchelor (2017)
Dennis DeWitt (2017)
Dick Garver (2016)
Deborah Goldberg (2015)
David King (2016)
Robin Koocher (2015)
VACANCY (2017)

ALTERNATES

Stephen Chiumenti (2015)

PARK AND RECREATION COMMISSION

John Bain, Chair (2019)
Clara Batchelor (2020)
Antonia Bellalta (2018)
James K. Carroll (2018)
Daniel Lyons (2020)
Nancy O'Connor (2020)
Wendy Sheridan (2019)

PLANNING BOARD

Stephen Heikin, Chair	(2020)
James Carr	(2019)
Bob Cook	(2017)
Linda Hamlin	(2018)
Blair Hines	(2020)
Sergio Modigliani	(2016)
Matthew Oudens	(2019)
Mark Zarrillo	(2020)

PRESERVATION COMMISSION

David King, Chair	(2020)
James Batchelor	(2020)
Wendy Ecker	(2020)
Elton Elperin	(2020)
Rosemary Battles Foy	(2018)
David Jack	(2020)
Peter Kleiner	(2018)

ALTERNATE MEMBERS:

Elizabeth Armstrong	(2020)
Richard Panciera	(2018)

REGISTRARS OF VOTERS

Linda Golburgh	(2018)
Andrew J. McIlwraith	(2016)
Peggy McGuire	(2018)
Patrick J. Ward, Ex Officio	

RETIREMENT BOARD

James Riley	(2017)
Gary Altman, Chair	(2018)
Jeana Franconi	(2018)
Robert Ward	(2017)
Michael DiPietro, Ex-Officio	

SOLID WASTE ADVISORY COMMITTEE

John Dempsey, Chair	(2017)
Deane Cody	(2018)
Mary Litterst	(2019)
Kathleen O'Connell	(2018)
Clint Richmond	(2017)
Susan Rittling	(2017)
John Shreffler	(2019)

TRANSPORTATION BOARD

Chris Dempsey, Chair	(2017)
Scott Englander	(2017)
Jonathan Kapust	(2019)
Cynthia Lee	(2019)
Ali R. Tali	(2018)
Vacancy	(2020)

TREE PLANTING COMMITTEE

Nadine Gerdts, Chair	(2019)
Elizabeth Erdman	(2019)
Hugh Mattison	(2018)

TRUSTEES OF WALNUT HILL CEMETERY

Joslin Ham Murphy	(2016)
Nina Brown	(2017)
Bob Cook	(2018)
Gerard Hayes	(2017)
Peggy McGuire	(2016)
Vacancy	(2018)

ZONING BOARD OF APPEALS

Jesse Geller	(2018)
Christopher Hussey	(2020)
Mark Zuroff	(2019)

ASSOCIATE MEMBERS

Stephen Chiumenti	(2018)
Randolph Meiklejohn	(2020)
Kate Poverman	(2020)
Johanna Schneider	(2019)

MISCELLANEOUS APPOINTMENTS

**AGENT FOR MANAGEMENT OF REAL
ESTATE**

Susan Abdou

CIVIL DEFENSE DIRECTOR

Robert J. Ward, Acting

FENCE VIEWER

Peter Ditto

INSPECTOR OF ANIMALS

Daniella Wodnicki & Patrick Maloney

INSPECTOR OF PETROLEUM

Robert J. Ward, Acting

INSPECTOR OF WIRES

Theodore Steverman

KEEPER OF THE LOCK-UP

Daniel C. O'Leary

**LOCAL MOTH SUPERINTENDENT OF
INSECT PEST CONTROL**

Andrew Pappastergion

RIGHT TO KNOW COORDINATOR

Sandra DeBow

MEASURERS OF WOOD AND BARK

William McGroarty & Elmon Hendrickson

Select Board



L-R: Town Administrator Mel Kleckner, Nancy Heller, Neil Wishinsky (Chair), Heather A. Hamilton, Benjamin J. Franco, and Bernard Greene.

In November 2017, following 312 years since the Town of Brookline's incorporation, Town Meeting voted to formally change the title of its chief elected board from Board of Selectmen to Select Board. We are supportive of this new title, giving deference and respect to gender neutral language. While it is challenging to change hundreds of years of tradition, we are working very hard to use this new title in all written and oral communication.

The Select Board is pleased to submit this report of its activities during 2017. At the Annual Town Election on May 2, Select Board Member Ben Franco was reelected to serve a new three-year term. Heather Hamilton was elected for the second position on the Board, replacing long-term Select Board member Nancy Daly, who chose not to seek reelection after serving 12 years. Nancy Daly was an effective Board member who always put the Town's interests first, and was especially supportive of the Town's senior citizen population. We welcome Heather to the Board and thank Ms. Daly for her energy and commitment to the Town of Brookline. Following the election, the Board chose Member Neil Wishinsky to serve as its chair for the upcoming year.

The Board meets on most Tuesday evenings throughout the year to handle a variety of important tasks, including adopting Town policies, issuing licenses and permits for restaurants and other commercial activity, approving contracts for municipal projects and services, and making recommendations on the annual budget and other matters to come before Town Meeting. The Board assigns its members to serve as liaisons to various municipal boards and committees throughout the year. In addition, individual Select Board Members serve as chairs of many ad hoc committees to advance a project or policy issue. Following are some of the more notable activities that took place in 2017.

Board Member Neil Wishinsky led the effort to develop a compromise plan to resolve the ongoing dispute over expansion at Hancock Village in south Brookline. The subject of two separate Chapter 40B housing proposals, the development at Hancock Village is an extremely controversial matter that has played out in many public forums and court rooms over the last several years. The Town's goals in the negotiations were the reduction in scale and impacts of the new residential buildings, especially to move development out of the "buffer strip" that borders the homes on Beverly and Russett Road, and to limit future development (the "one and done" concept). The proposed Master Plan successfully met the Board's goals by reducing the overall number of housing units and buildings, modifying the scale and physical location of other buildings, preserving open space, maintaining affordable housing and obligating the developer to significant mitigation payments/improvements. Unfortunately, the master plan did not receive the two-thirds vote of Town Meeting necessary for approval. While disappointing, the Select Board accepts the decision of

Town Meeting and the opposition led by the neighborhood and will work hard to mitigate the impacts of this significant Chapter 40B project.

Through efforts led by Member Nancy Heller, the Town completed a Housing Production Plan (HPP), detailing affordable housing production goals. Throughout all of 2017, the approved HPP provided the Town with a Chapter 40B safe harbor period, preventing new Chapter 40B applications. While this safe harbor will not last forever, it provided the Town will relief to focus on Chapter 40B projects already in the pipeline and to pursue other affordable housing initiatives. One such initiative is the possible use of Town owned property to facilitate affordable housing development. Member Heather Hamilton led the Kent/Station Street Affordable Senior Housing Committee, which is exploring how air rights might allow for the development of affordable senior housing on this outdoor parking facility, while retaining public parking on the site.

2017 was a period of social turmoil in the United States following the contentious presidential election of November of 2016. One of the more controversial issues involved the country's immigration policies and how cities and towns would (or would not) assist in the federal government's enforcement thereof. Member Bernard Greene was very active working with the Police Department and the Town's Diversity, Inclusion and Community Relations Commission in developing formal policies for the Town to follow. In February, the Select Board adopted a Statement expressing its deep concern of the Trump Administration's recent statements and executive orders on immigration policy, and reaffirmed certain guiding moral principles including its commitment to providing welcome and sanctuary to all Brookline residents and visitors, regardless of their immigration status. In April, the Board followed up by approving a General Order that limits the Police Department's authority and resources in cooperating with administrative orders of the federal immigration agency. Essentially, the Board has ordered the Police Department to treat all persons without regard to national origin or immigration status.

The Board was actively involved in the process to site a new, 9th elementary school in Brookline to meet growing school enrollment. Unfortunately, the Board's prior decision to pursue school construction at the site of the former Baldwin School was hampered with legal issues and strong neighborhood resistance. Board chair Neil Wishinsky has led the Board's efforts to study alternative sites in coordination with the School Committee, Park and Recreation Commission, neighborhood groups and others. The project to expand Brookline High School has been a more cohesive and positive process, despite its complexity and cost. Led by Member Nancy Heller, this project involves the acquisition of an adjacent private parcel of land at 111 Cypress Street upon which a new classroom building would be constructed. The Town is working with the MBTA to construct a portion of the building over the Green Line tracks in order to effectively integrate it with the remaining high school campus. At the Special Town Meeting in November, funding for the acquisition of 111 Cypress Street and for schematic design services for the High School expansion was approved. At the Annual Town Election in 2018, Brookline's voters will be asked the exempt the debt costs for this project from the annual tax levy limitation imposed by Proposition 2½.

In addition to the capital costs created by increasing school enrollment, the Town must decide how to fund the increasing operating costs of a public school system that needs to hire more teachers and provide resources to more students while maintaining the quality of education Brookline is known for. The Board established a new Override Study Committee to determine whether an operating tax override of Proposition 2½ shall be recommended to support the Town's Fiscal Year 2019 Budget. Select Board Members Ben Franco and Heather Hamilton will lead this effort.

In response to recent and future proposals to increase property taxes to meet the operating and capital needs of the Town, the Board led a committee tasked with making the cost of local government affordable for less prosperous residents of the community, including senior citizens living on fixed incomes. Select Board Member Ben Franco chaired this committee's efforts charged with evaluating residential property tax relief for low and moderate income senior homeowners and developing appropriate policy recommendations for senior residential taxpayers with low or moderate incomes.

Last year, we reported on the activity of the Board's licensing committee, co-chaired by Members Bernard Greene and Selectman Ben Franco, addressing the new medical marijuana law. Just as the Town was getting used to having a medical marijuana dispensary in the community, the voters of Massachusetts approved an initiative petition that would legalize the possession, consumption and sale of marijuana to adults for recreational purposes. In order to protect the Town's legal rights, the Committee recommended and Town Meeting approved a zoning moratorium on any expansion of marijuana land use. Once the state finalizes corrective legislation and regulation of the initiative law, the Town will

be able to enact reasonable zoning and general by-laws to replace the moratorium. It is expected that this will happen at the Annual Town Meeting in 2018, paving the way for this new land use and social experiment.

The Select Board is very active and supportive of environmental issues facing Brookline and the region. Member Nancy Heller is the Board's liaison to its Climate Action Committee. In the summer of 2017, the Town implemented a community electricity aggregation program, referred to as Brookline Green Energy. By aggregating the entire electricity load of its residents, the Town was able to purchase electric supply at volume and offer more options for renewable energy at stable, competitive rates. Using the consultant Good Energy, the Town was able to obtain a highly competitive rate of 10.398 cents per kilowatt hour for traditional energy for all rate classes, beating Eversource's rate of 10.75 cents per kilowatt hour. The Town was also able to take advantage of declining prices in the renewable energy market. The new bid with Dynegy pegged the incremental cost for the Brookline Green (25% renewable) product at about \$2.03 per month for a typical household.

Select Board Member Nancy Heller was also the liaison to the year-long Centennial celebration of John F. Kennedy's birth in Brookline. The Town was proud to partner with the National Park Service and others in this wonderful celebration of the life of the 35th President of the United States, who began his life at his family home at 35 Beals Street.

In addition to the specific assignments listed above, each Board member devotes a great deal of time to other priorities and projects of the Town. It is impossible to list them all, but a few key assignments in 2017 included; Neil Wishinsky- the Comcast cable television license renewal and the Hubway bicycle sharing program; Nancy Daly- Council on Aging and the CDBG Advisory Committee; Ben Franco- Commission on Disability and the Noise By-Law Committee; Bernard Greene- MLK. Jr. event planning and the Audit Committee; Nancy Heller- the Tree Protection By-Law Committee and the Age Friendly Cities program; Heather Hamilton- the Massport Advisory Committee.

Each year as part of the annual budget process, the Select Board adopts a series of objectives and priorities for the coming year. This process is instructive when allocating funds in the Budget, but also when determining the weekly agenda and ongoing activities of the Board. The following objectives were adopted by the Board in December in advance of the annual budget process;

1. To continue to observe and implement policies and practices to ensure long-term financial sustainability, including:
 - the recommendations of the Override Study Committee, as adopted by Town Meeting Resolution in March, 2008.
 - build on the work of the 2014 Override Study Committee in order to determine the support needed to sustain quality town and school services.
 - the recommendations of the Efficiency Initiative Committee and OPEB Task Force, where feasible, and to explore new opportunities for improving productivity and eliminating unnecessary costs.
 - fiscal policies relative to reserves and capital financing as part of the ongoing effort to observe sound financial practices and retain the Aaa credit rating.
 - efforts to enter into PILOT Agreements with institutional non-profits along with an equitable approach for community-based organizations.
 - support of the business community and vibrant commercial districts.
2. To develop and implement a CIP that addresses the school space pressures brought on by the dramatic increase in K-12 enrollment, that at the same time preserves other high-priority projects:
 - to continue major public projects in progress, including the Devotion School, Fire Maintenance and Training Facility, Water and Sewer infrastructure improvements, Brookline High School, a Major K-8 project, and Brookline Reservoir Park.

- to complete major public projects in various stages of planning, including Brookline High School, Gateway East/Village Square, Larz Anderson Park improvements, and the Driscoll School HVAC improvements.
 - to complete Coolidge Corner Library renovations.
 - to continue to invest in technology and energy efficiency projects that yield long-term operating budget relief.
 - to upgrade the fleet of parking meters.
3. To continue to support the work of the 2017 Override Study Committee as the group provides a report to the Board concerning a permanent operating override.
 4. To continue to work with the School Committee on the development and execution of a comprehensive plan to address the space and enrollment needs in the schools.
 5. To continue the Town/School Partnership as the means of budgetary planning for financial issues that span municipal and school interests.
 6. To integrate diversity and inclusion into the Town's business objective of providing excellent government services that effectively address the needs of all citizens.
 7. To develop innovative programs and initiatives to increase racial diversity and integration in the Town, including marketing programs, incentives, and other initiatives.
 8. To continue to provide leadership and support to the Town Administrator, the Diversity, Inclusion and Community Relations Office, Boards and Commissions and other community stakeholders in collaborative efforts to implement meaningful diversity and inclusion initiatives.
 9. To have three or more Town Departments be reviewed through the GARE process.
 10. To continue to contract with former School Superintendent, Joe Connelly, to serve as project manager for a 9th school site study process. Both the Board and School Committee will receive regular updates on the progress of various studies with formal updates to be provided as needed.
 11. To assist the School Department with the 9th School feasibility study and schematic design.
 12. To work with state legislators to increase the income limits for tax deferrals and the asset threshold for the circuit breaker, pursuant to Article 6 of Fall 2017 Special Town Meeting.
 13. To work with state legislators to increase the number of liquor licenses available in Town, pursuant to Article 9 of Fall 2017 Special Town Meeting.
 14. To develop a charge and appoint a Committee concerning Indigenous Peoples Day.
 15. To send copies of the resolution concerning criminal justice reform to our legislators, statewide elected officers, and the Norfolk County District Attorney with the request that our state Senator and Representatives update the Town on significant General Court developments.
 16. To prepare the Town for any potential federal encroachment on local prerogatives related to immigrant and refugee persons in Brookline by, for example, staff training, Town Counsel legal analyses, written guidance, and the development of legal options.

17. To implement recreational marijuana regulations; in accordance with the regulations of the Cannabis Control Commission.
18. To identify ways to work with Massachusetts State and Federal elected officials to develop plans and strategies to defend against federal encroachment on Town regulation of medical and recreational marijuana, including identifying possible federal or state legislation that Town officials could support.
19. To work with the Planning Department and the Department of Public Works in delivering the Gateway East Project to 100% design, while coordinating the project with other public and private development projects.
20. To pursue opportunities to grow the tax base through commercial development.
21. To update the zoning by-laws.
22. To prepare a five-year Preservation Plan to establish a comprehensive and methodical program to proactively promote the preservation of Brookline's heritage.
23. To analyze the action items presented in the strategic asset plan.
24. To increase the production of affordable housing; this will eventually lead to Brookline qualifying for safe harbor under Chapter 40B.
25. To seek racial equity in housing options.
26. To identify and pursue, with the assistance of other municipal departments, energy efficiency improvement and funding opportunities for municipal buildings.
27. To assist with the development of solar facilities and reduction of the use of fossil fuels, including managing grants and permitting processes, as needed, on appropriate Town-owned property.
28. To continue to plan for a climate vulnerability assessment focused on the risks to local resources from climate change.
29. To plan for non-environmental disasters, such as terrorism, through assessments.
30. To continue improving energy efficiency in all Town and School buildings by using grant, rebate monies and/or CIP funds.
31. To work with users of all facilities and continue all efforts to make public buildings fully accessible.
32. To add multigenerational programs centered on food and nutrition.
33. To advocate for and provide jobs for vulnerable low income elders at risk of poverty.
34. To continue to partner with LGBT Aging Project on training and supportive programs for gay, lesbian, bisexual and transgender elders.
35. To conduct annual survey of senior center participants and/or volunteers.
36. To assess the space needs of the senior center and explore possible expansion.
37. To continue to provide support and services to Brookline residents and their families with Alzheimer's disease including hosting a Memory Café program.
38. To continue an active food distribution program for low income Brookline elders.

39. To complete the Design Review Process for the renovation of Brookline Reservoir Park.
40. To continue to install water bottle refill stations in parks and open spaces to reduce the use of single serving disposable water bottles.
41. To pursue "Complete streets" designation in future projects.
42. To work with National Grid to ensure they document gas leaks throughout the community, grade them by severity, and undertake appropriate mitigation and restoration actions.
43. To revise the tree protection guidelines provided by the Town, pursuant to the recommendations of the Tree Study Committee. This can be accomplished by providing site plan review, or to include tree protection in the storm water management by-law section that concerns erosion.
44. To pursue succession planning for Department Heads.
45. To continue to explore options to rectify inequities inherent in the Norfolk County structure.
46. To strengthen relationships with Boards and Commissions.
47. To continually evaluate the operational and financial merits of contracted services to see if the Town would be better served by bring the services in-house.
48. To advocate for increases in state funding in order to alleviate pressure on the Town's budget. In particular, increased funding for: Ch. 70 Educational Aid; Ch. 90 Road Improvement Aid; Unrestricted Government Aid.

The Select Board wishes to acknowledge the retirement of Dr. Alan Balsam as the Town's long-term and outstanding Public Health Director.

The Board thanks Mel Kleckner, Town Administrator, Melissa Goff, Assistant Town Administrator and the entire staff of the Select Board's office for their dedication and competence in coordinating the Board's activities while managing the affairs of the Town government. Finally, the Board acknowledges the fine work of all the department heads and their staff during 2017.

Town Administrator

Melvin A. Kleckner



It is a privilege once again to report on the affairs of Brookline's town government and the major issues affecting the Brookline community in 2017.

Chapter 40B Housing Development and Economic Development

As has been the case for the last few years, the overwhelming number of proposed Chapter 40B housing developments dominated the efforts and focus of many Town agencies, boards and departments. Chapter 40B is a state law that mandates an expedited permitting process and favoring development in communities that do not have 10% of their housing stock certified as affordable. Essentially, a developer proposing a residential project that includes 20-25% of its units as affordable based on guidelines established by the state is allowed to apply to the Zoning Board of Appeals (ZBA) for a Comprehensive Permit to preempt traditional zoning restrictions (including height and scale, for example).

On March 22, 2017 the State granted the Town a one-year "safe-harbor" from 40Bs based on the fact that the Town had prepared and officially adopted a Housing Production Plan. The safe harbor authorized the ZBA to deny Comprehensive Permit applications given the progress made towards increasing compliance with the state's 10% requirement. While this safe harbor did not affect development proposals that were already in the pipeline and pending before the ZBA, it did provide the Town with some relief from the onslaught of applications.

Two major Chapter 40B developments involved the significant expansion at the current Hancock Village residential complex in South Brookline. The Comprehensive Permit for the initial proposal (Residences of South Brookline) was approved in February of 2016 for 161 housing units. An application for a second project (Puddingstone) proposing 226 housing units was submitted in April of 2016. The Select Board and several residential property owners filed suit to overturn the 40B permit for ROSB, creating an opportunity for dialogue with the property owner, Chestnut Hill Realty (CHR). Following weeks of intense negotiations, a Memorandum of Agreement was reached between the Town, CHR and the neighborhood litigants that resulted in a "Master Development Plan" replacing both 40B projects and capping future development at Hancock Village.

Contrasted to the combined 40B proposals, the Master Development Plan would have reduced the overall number of new housing units and buildings, modified the scale and massing of additional development, adjusted the physical location of the new structures, preserved open space, removed existing and reduced projected traffic from one of the neighborhood streets, and obligated the developer to provide significant mitigation payments and improvements to the Town and neighborhood while at the same time creating new affordable and market rate housing and moving the Town toward the 10% threshold. The various agreements necessary to implement the Master Development Plan were extensive and complicated, undoubtedly making it difficult for Town Meeting Members to fully grasp the benefits of the Master Development Plan relative to the 40Bs. This resulting confusion contributed to the defeat of the Master

Development Plan at the 2017 Fall Town Meeting for lack of the two-thirds majority vote required for zoning amendments (the proposal did receive a simple majority). The defeat was a difficult one for Town leaders and staff who worked extraordinarily hard to create a plan that was significantly superior to the 40B proposals and provided genuine advantages to both the Town and the neighborhood compared to the 40B projects. I want to especially acknowledge Select Board Chair, Neil Wishinsky, for his leadership, dedication, commitment and hard work on this initiative.

While demand for residential units dominated the development activity in Brookline, there was substantial progress on several important commercial projects in 2017. Children's Hospital began construction of their ambitious Brookline Place project, a transit-oriented development with a mix of uses that will transform this active area adjacent to the Brookline Village MBTA stop. In Cleveland Circle, development has taken shape at the former Circle Cinema site. This is also a fine example of transit oriented development, located at the intersection of Beacon Street and Chestnut Hill Avenue and a short walk to two MBTA stops. This development will include a hotel, luxury adult/independent living apartments and retail spaces along Chestnut Hill Avenue.

Permitting and site work has commenced on the new hotel development at 700 Brookline Avenue at the "River Road site". A 175 room Hilton Garden Inn with a restaurant and ground-floor café will emerge from this formerly underutilized site. The Town believes this and other development activity along the Town's Route 9 corridor will positively transform this area bordering Brookline Village and leading into the Longwood Medical Area of Boston.

An example of public investment to support private development activity is the Town's Gateway East project. An \$8 million public works project funded with federal, state and local sources, Gateway East will improve the design of the major intersection of Route 9 at Brookline Village, enhancing the flow and safety of all modes of transportation and creating a more accessible and aesthetically pleasing environment. The project has advanced to the 75% design stage and will receive its final approvals by Town Meeting in the spring of 2018.

School Expansion Planning

The steady increase in enrollment in Brookline's public schools has been well documented. The Town continued its goals of locating a site for an additional (9th) elementary school and expanding the capacity of Brookline High School. Meanwhile, much progress has been made in constructing the new and expanded Devotion School. Construction is difficult in this highly congested part of town. The project will open in time for school in September of 2018, at which time the old Lincoln School will transition from the temporary Devotion School to needed space for Brookline High School.

The challenge of finding a suitable site(s) to expand elementary classroom space is one of the most vexing I have encountered in my career. After several years of considering dozens of possible sites (or combinations thereof) it is obvious that there is no perfect solution. The balancing of location, cost, environmental issues and traffic impacts is difficult enough. When adding significant legal hurdles to convert municipally owned land and well-funded neighborhood opposition to the equation, the ability to secure public support is daunting. When the preferred site of the Baldwin School became a victim to these dynamics in the fall of 2017, the Town looked across the street to the vacant parcel of land owned by Pine Manor College at the corner of Heath and Hammond Streets. The suggestion of the Town using its power of eminent domain to acquire the site became a controversial issue, and Pine Manor's opposition was strong. The Special Town Meeting in November converted the prior funding to design the Baldwin School site to yet a new study to reconsider the Baker School site and other sites including, but not limited to, the Pierce School site at 50 School Street. The Town has retained the services of former Acting Superintendent of Schools, Joseph Connelly, to coordinate this multi-faceted study.

As problematic as the elementary school decision has been, the process to identify a plan to expand the High School has been relatively free of controversy. A feasibility study authorized at the Annual Town Meeting resulted in a plan to acquire an adjacent parcel of land at 111 Cypress Street upon which a new classroom building would be constructed. The hope is to work with the MBTA to construct a portion of the building over the MBTA Green Line tracks, allowing this new facility to be integrated with the remaining high school campus. The project will also include new science facilities within an existing high school wing. The costs of expanding the high school are substantial. Preliminary budget numbers indicate a total budget of approximately \$200 million with approximately \$170 million funded via a Proposition 2½ debt exclusion vote scheduled for May of 2018. At the Special Town Meeting in November, funding for the acquisition of 111 Cypress Street and for schematic design services for the High School expansion were approved.

Finally, the Town was the beneficiary of an extremely generous gift by philanthropist and Brookline parent Laura Trust, who acquired the property at 127 Harvard Street to construct an early childhood center with classrooms, meeting space, administrative offices, and a playground. The Town's early childhood program, referred to as BEEP, will occupy this beautiful new facility in 2019, helping to alleviate the overall space crunch in the school system.

In addition to the costs of constructing new facilities, the costs associated with an increasing pupil population demands additional teaching and related operating costs. A Proposition 2½ tax override was required in Fiscal Year 2015 for a three-year period and it appears that the budget in Fiscal Year 2019 may require an additional tax override. In September, the Select Board established a new Override Study Committee (OSC) to determine whether an operating tax override of Proposition 2½ shall be recommended to support the Town's Fiscal Year 2019 Budget. The recommendation shall detail the amount of any override, its allocation and for how long its intended support until consideration of the next tax override.

Municipal Services and Regulation

Throughout 2017, the Town prepared for the legal sale of marijuana to adults for recreational use as authorized by Massachusetts voters via initiative petition. Until such time as the state determines how it will implement the new law, the Town decided to enact a zoning moratorium. It is expected that the moratorium will be lifted at the Annual Town Meeting in 2018, at which time the Town will propose a new zoning by-law and a general by-law to regulate the location and manner of this new retail operation. Also at this Town Meeting, the Town will authorize a new 3% excise tax on the sale of non-medical marijuana. With an existing and successful medical marijuana dispensary in Brookline Village, we fully expect that such an existing establishment will be one of the first to receive state authority for general retail sales.

In May after several years of planning and approval, the Town began a new system of trash collection that incentivized recycling in order to reduce costly and environmentally damaging disposal of solid waste. Referred to as modified Pay as You Throw (PAYT), the new system links the volume of trash collected with the annual service fee. Three different sized trash carts were made available, with the cost increasing in relation to the size of the cart. By employing a uniform cart design, the Town began to collect trash with automated equipment, reducing labor costs and minimizing employee injuries.

In June, the Town employed a new digital application allowing users with mobile devices to pay for parking electronically. This "pay by cell" service proved to be very convenient and popular, resulting in \$878,235 in net revenue from over 320,000 transactions.

The Town has been impacted with costs associated with the use of credit cards for payment of various municipal obligations. While convenient to users and an efficient collection system for the Town, the costs for credit card processing are exorbitant and unaffordable in a municipal environment. In December, the Select Board approved a new policy of assessing credit card users a 2.95% convenience fee with a \$1.00 minimum on each transaction. The Town encourages users to use electronic checking account debiting to avoid the convenience fee when possible.

With advances in technology and reliance on electronic systems linked to the Internet, the Town is exposed to security attacks (hacks). The Town experienced such an attack on November 20, when it was victimized by a sophisticated e-mail scheme commonly referred to as the "Business E-Mail Compromise". We were fortunate to have discovered the security breach soon enough to alert our banking partner and the FBI, who assisted the Town in recovering funds at risk. The Town has implemented new banking protocols and other financial control measures to avoid such attacks in the future.

In June, the Town rolled out a voluntary electricity aggregation program for Town residents. Working with the Select Board's Climate Action Committee (SCAC), the Town was pleased to announce the selection of Dynegy, Inc. to supply the community's electricity for a 30-month term. The Town obtained a highly competitive rate of 10.398 cents per kilowatt hour for traditional energy which the Town locked in for 30 months, beating Eversource's standard rate of 10.75 cents per kilowatt hour. The program also offers an alternative product that provides 100% additional renewable energy. Participation in the program is at 90% of all users.

Community Life

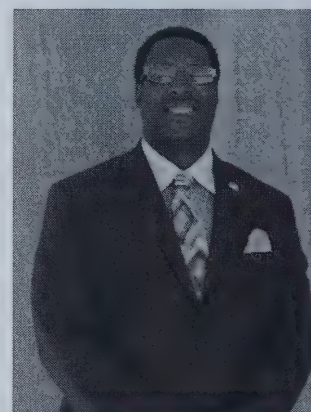
Brookline is a vibrant community with many events, activities and celebrations throughout the year.

In January, the Town began a year-long celebration of the 100th year anniversary of John F. Kennedy's birth in Brookline. The 35th President of the United States, Mr. Kennedy was born on Beals Street where his boyhood home is now a National Historic Site. He attended public school at the nearby Devotion School. Led by the National Park Service, the Town helped staff and manage a committee to plan and organize a series of events throughout the year honoring President Kennedy's amazing legacy. The highlight of the year was on May 29, when the community celebrated JFK's birth at his boyhood home. The year concluded on the date of his death on November 22, with an emotional wreath-laying ceremony commemorating the life and legacy of Brookline's favorite son.

Brookline is fortunate to have many civic and community based organizations that complement the Town's service and programs. One such organization worth mentioning in 2017 is the Brookline Community Foundation. The Brookline Community Foundation focuses on important community needs by inspiring philanthropy and awarding strategic grants while helping to build a more vibrant, engaged and equitable town. The Town of Brookline is proud to partner with the Foundation on its educational scholarship program, mitigation of the social impacts of substance abuse through health and wellness and managing the Brookline Youth Fund.

Government Organization and Personnel

2017 continued the trend of replacing an aging department head corps. In January, Health and Human Services Director Dr. Alan Balsam retired after 22 years of service to the Town of Brookline. Dr. Balsam was an engaging and effective department head who was instrumental in implementing Brookline's activism for health and environmental regulation into practical and workable solutions. Alan was the soul of Brookline's management team who will be sorely missed. Following a competitive and intensive search, in April I recommended the appointment of Dr. Swannie Jett as Public Health Director. Dr. Jett is a career public health professional, most recently serving as Health Officer and CEO of the Florida Department of Public Health in Seminole County. Dr. Jett is also a leader in national public health policy, having served as president of the National Association of County and City Health Officials. We welcome Dr. Jett to Brookline and look forward to a long and rewarding tenure.



Dr. Swannie Jett



Jeana Franconi

Following a lengthy process to fill the Finance Director's vacancy created by the retirement of Steve Cirillo, I was pleased to recommend appointment of Ms. Jeana Franconi, CPA in April. Ms. Franconi is a career public finance professional, having most recently serving as Budget Director in the City of Cambridge, Massachusetts. I am confident that Ms. Franconi will use her solid experience and expertise to maintain Brookline's excellent financial reputation while seeking new and innovative ways to deal with the fiscal challenges faced by municipalities today. I wish to acknowledge and publicly thank Assistant Treasurer Debbie Mann for her contributions during the transition, along with Assistant Town Administrator Austin Faison who provided management oversight for this extended period.

Following the retirement of Fire Chief Paul Ford in 2016, Deputy Chief Robert Ward was appointed Chief of the Department on an acting basis. In July, I was pleased to recommend the permanent appointment of Mr. Ward.

Finally, in late November long-time Chief of Police Daniel O'Leary announced that he would retire in January of 2018.

Professional

In January, I began a term as president of the Massachusetts Municipal Association (MMA), the non-partisan organization dedicated to training and advocacy of Massachusetts city and town governments. I was proud to have served in this role, and honored to interact with many influential leaders in Massachusetts state and local government. I was especially appreciative of working with MMA's executive director Geoff Beckwith, who is a dedicated and committed professional. As president of MMA, it was my duty to preside over the monthly meetings of the Local Government Advisory Committee, a body appointed by the Governor. It was particularly rewarding to have Lieutenant

Governor Karyn Polito actively engaged in the work of this committee and so committed to the ongoing partnership between local government and the Commonwealth of Massachusetts.

In addition to my role at the MMA, I continue my service as a commissioner of the state's Group Insurance Commission (GIC) and on the MAPC's Metro Mayors Coalition.

I could not perform my job without the dedicated and effective assistance of many. I am extremely appreciative of the commitment and performance of Deputy Town Administrator Melissa Goff. Among many hats, Ms. Goff is the Budget Officer for the Town who has consistently received the Government Finance Officers Association prestigious award for budget presentation. Thank you, Melissa. Assistant Town Administrator Austin Faison effectively supports Melissa and me with many budget responsibilities and special projects. As Assistant to the Town Administrator, Stephanie Orsini has provided exceptional management and coordination for the multitude of responsibilities in the Town Administrator's and Select Board's office. She has also helped to enhance the Town's communication strategy. In addition to Ms. Orsini, I am ably assisted by Kate MacGillivray and Brenda Costello. In December, Ms. Costello retired after a lengthy and effective career in the Town of Brookline. Over the last several years, Brenda served as the coordinator of all licenses and permits issued by the Select Board. I will miss Ms. Costello's positive attitude and energy.

Finally, I thank Select Board chair Neil Wishinsky and the entire Select Board for their leadership, support and policy guidance during these challenging times. Select Board member Nancy Daly left the Board in April after four consecutive terms of office. I will always be appreciative to Nancy for her active and spirited leadership and her support for the Town's management team.

Town Moderator

Edward (Sandy) Gadsby

This was a busy year for Town Meeting in its role as the Town legislature, primarily due to the difficult school facility issues facing the Town. The role of Town Meeting regarding these issues is fundamental. Although such issues as site selection are the province of the Select Board and School Committee, Town Meeting plays a major role in determining the application of planning funds and, of course, providing the financial decisions necessary to meet issues resulting from expanded enrollment in our public schools. This role played out during both of the 2017 Town Meetings and provided a major focus for discussion among and action by Town Meeting Members. Here are the highlights of those meetings.

As always, the principal business of the Annual Town Meeting in May consisted of the adoption of the FY 2017-18 budget, which this year amounted to \$272 million. As part of the budget debate, the issue of the location of a potential ninth elementary school arose during a heated debate about the appropriation of feasibility study funding for this project. On a less controversial subject, Town Meeting approved preliminary design funding for the expansion of the High School facilities. We also dealt for the first time with the issue of the sale of recreational marijuana within the Town, by establishing a moratorium to provide time to cope with this controversial subject, which will be before us at the 2018 Annual Meeting. In other important business, Town Meeting gave overwhelming approval to the lowering of vehicular speed limits throughout the Town.

We continued to deal with school system issues at the Fall Town Meeting. In particular, Town Meeting revisited the Annual Meeting appropriation for site evaluation and feasibility funds for a ninth elementary school, a discussion in which the location issue was fiercely debated. Town Meeting continued its support for High School expansion by overwhelmingly approving the funding for the acquisition of the property at 111 Cypress Street. In other business, Town Meeting voted to remove gender from the terminology used in Town by-laws and documents to refer to the Select Board, to petition the legislature for an increase in the number of liquor licenses within the Town, and to support the replacement of Columbus Day with celebrations of indigenous people to the extent that the Town has a say in that matter.

By far the dominant issue at the Fall Town Meeting, however, was a complex and controversial plan that the Select Board had worked out with the Hancock Village developer for the expansion of that development. Although this plan was supported by a significant majority of Town Meeting Members, this support failed to reach the required two-thirds level, as Town Meeting gave deference to the unanimous opposition of the Precinct 15 TMMs. The opponents apparently believed that the Select Board compromise did not take adequate advantage of the leverage that the Town allegedly had in this situation. Many TMMs viewed this as a huge missed opportunity for a settlement that would provide substantial benefits for the Town, and subsequent events have tended to bear out their position.

The institution of Town Meeting remains quite strong here. Not so much in some other municipalities. To the surprise of many of us, the Town of Amherst, which many tend to liken to Brookline, recently voted to convert to a city form of government. It is my belief that the main reason this will not happen here in the foreseeable future is that our Town Meeting manages to conduct its business in no more than three evenings (as opposed to ten or so in Amherst) notwithstanding the difficult and controversial issues before us. I take at least a little credit for this, since I am able to organize Town Meeting in a manner that I believe optimizes efficient use of our time without undermining the democratic process that is such an important element in this institution.

I extend the gratitude of all of us to the principal committees that I appoint, the Committee on Town Organization and Structure and the Advisory Committee, and to their able chairpersons, Jean Berg and Sean Lynn-Jones. The Advisory Committee members expend considerable time and effort in making our Town Meeting process comprehensible and effective, for which it deserves special recognition.

Advisory Committee

Sean M. Lynn-Jones, Chair

Organization and Function

Massachusetts General Laws, Chapter 39, Section 16 states that “every town whose valuation for the purpose of apportioning state tax exceeds one million dollars shall, and any other town may, by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions....”

The Brookline Advisory Committee, in accordance with Town by-laws, consists of not fewer than 20 nor more than 30 established registered voters of the Town, all appointed by the Town Moderator. At least one elected Town Meeting Member is appointed from each of the sixteen precincts, plus up to eight additional Town Meeting members and up to six members-at-large.

The Advisory Committee functions not only as a Finance Committee, but as an informed citizens’ group that counsels the Town through its recommendations to Town Meeting. It consists of dedicated Brookline residents who are committed to the Town’s fiscal health and good governance. The Advisory Committee’s subcommittees hold public hearings on matters contained in the Warrant for each Town Meeting, and the Committee then votes to make recommendations to Town Meeting. These recommendations are published in the Combined Reports, which are mailed to all Town Meeting Members in advance of Town Meeting and posted on the Town website, and delivered in spoken comments at Town Meeting itself. Throughout the fiscal year, the Advisory Committee exercises its authority to honor or dismiss departmental requests for transfers from the Reserve Fund, which is established to deal with unforeseen or emergency expenditures.

Advisory Committee Subcommittees

The Chair of the Advisory Committee appoints each member to serve on one or more subcommittees and selects a member from each subcommittee to serve as its Chair. There were eight subcommittees in 2017: Administration and Finance; Capital; Human Services; Personnel; Planning and Regulation; Public Safety; Schools; and Long-Term Planning and Policies. The Subcommittee on Long-Term Planning and Policies is the newest. It was established to consider long-term fiscal challenges facing the Town. This subcommittee is also intended to be a forum for reviewing any of the fiscal policies that are followed by the Town and for discussing the Advisory Committee’s own policies and practices. In 2017, it began to consider the need for an operating budget override and recommended that the Select Board appoint an override study committee.

Issues in 2017

During the past year, the Advisory Committee met regularly to prepare its recommendations for the May Annual Town Meeting and the November Special Town Meeting. Its subcommittees met scores of times to hold public hearings, which enabled supporters and opponents of various proposals to express their views. Subcommittees—particularly the Capital Subcommittee—also made on-site visits to assess special projects throughout Brookline. As a result, the subcommittees’ reports to the full Advisory Committee allowed the Committee to consider public opinion and pertinent information in its discussions and decision-making process.

The Advisory Committee spent almost three months reviewing the FY2018 operating budget, from mid-February through mid-May, the Committee met twice a week or more to discuss recommendations based on information that subcommittees had collected. After analyzing this information, the Committee prepared and submitted to Town Meeting detailed FY2018 budget recommendations for both the operating budget and the Capital Improvements Program.

In preparation for the November and May Town Meetings, the Advisory Committee, through its subcommittees, also conducted public hearings on every Warrant Article and gathered facts and public comments on many important issues, including the various studies of the proposed expansion of Brookline High School and proposals for adding K-8 classroom capacity, including but not limited to construction of a 9th elementary school, the proposed Hancock Village

Overlay District and Hancock Village Master Development Agreement, efforts to increase use of gender-neutral language in Town by-laws, a by-law amendment requiring the posting of documents associated with public meetings, an amendment to the Town's Zoning By-Law to authorize administrative approval of certain signs and awnings, and an amendment to the Town's General By-Laws that limited the issuance of tobacco sales permits. After the hearings and a discussion by the full Advisory Committee, comprehensive reports were presented to Town Meeting.

In addition to serving on the Advisory Committee and its subcommittees, members of the Committee participated on many committees appointed by the Select Board, the Moderator, and others, including the Devotion School Building Committee, the Coolidge Corner Study Committee, the Override Study Committee, the Cypress Acquisition Committee, the Building Committee for the Brookline High School Expansion Project, the Select Board's Committee on Senior Tax Policy, the Building Committee for the 9th Elementary School at Baldwin, the Select Board's Committee for Animal Control Training for Police, the Kent/Station Street Affordable Senior Housing Committee, Open Space Planning Committee, and the Tobacco Control Committee.

Members also served on many standing Town committees, commissions, and boards, including the Commission for the Arts, Economic Development Advisory Board, Martin Luther King Celebration Committee, Licensing Review Committee, CDBG Advisory Committee, Zoning By-Law Review Committee, Town/School Partnership, Hubway Advisory Committee, Naming Committee, Climate Action Committee, and Audit Committee.

Membership

During the past year, Sean Lynn-Jones continued to serve as Chair of the Advisory Committee, a position he was initially elected to on March 17, 2015. Carla Benka was re-elected to serve as Vice Chair.

The Advisory Committee will continue working diligently on behalf of Town Meeting to carefully consider all matters related to the finances and governance of the Town. It will strive to make recommendations that it considers to be in the best interest of the Town and all of its residents.



Advisory Committee Members

TOWN MEETING

Summary of Actions Taken Annual Town Meeting May 23, 2017

ARTICLE ONE

Appointment of Measurers of Wood and Bark. (Select Board) A motion of Favorable Action, that the number of Measurers of Wood and bark be two to be appointed by the Select Board, was passed by a Unanimous Vote.

ARTICLE TWO

Approval of Collective Bargaining Agreements. (Human Resources) A motion of Favorable Action to approve and fund the Collective Bargaining Agreements for AFSCME Council 93, Local 1358 AFL-CIO, School Traffic Supervisors, and Teamsters Local 25, Emergency Telecommunications Dispatchers, were passed by a Unanimous Vote.

ARTICLE THREE

Annual Authorization of Compensating Balance Agreements. (Treasurer/Collector) A motion of Favorable Action to authorize the Treasurer, with the approval of the Select Board, to enter into compensating balance agreements for FY2018, was passed by a Unanimous Vote.

ARTICLE FOUR

Report on the Close-out of Special Appropriations/Bond Authorization Rescission. (Select Board) No Action was taken.

ARTICLE FIVE

Approval of Unpaid Bills of a Prior Fiscal Year. (Select Board) No Action was taken. Unanimous Vote.

ARTICLE SIX

Acceptance of Legislation to Increase Property Tax Exemptions. (Assessors) A motion of Favorable Action to establish an additional property tax exemption for FY 2018, was passed by a Unanimous Vote.

ARTICLE SEVEN

FY2017 Budget Amendments (Select Board) A motion of Favorable Action to amend the n FY2017 budget was passed by a Unanimous Vote.

ARTICLE EIGHT

Authorization under M.G.L. c. 44, s. 20 to apply bond premiums (less cost of issuance) to project costs and reduce the amount authorized by said reduction. (Select Board) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE NINE

Annual (FY18) Appropriations Article. (Advisory Committee) A motion of Favorable Action to approve the FY32018 budget with totaled appropriated expenditures of \$264,597,609 was passed, as amended and separately voted, by a Unanimous Vote.

ARTICLE TEN

Amend Article 2.1, Section 2.1.5 (B) of the Town's General By-Laws pertaining to the distribution of articles in the Warrant for Town Meeting. (Select Board) A motion to refer to the Select Board was passed by an Electronic Recorded Vote of 173 In Favor, 36 Opposed, and 3 Abstentions.

ARTICLE TWELVE

Deletion of Article 3.1, Section 3.1.7 of the Town's General By-Laws and adoption of a new Article 4.9 of the Town's General By-Laws – Election Campaigns. (Petition of Neil Gordon, TMM1) A motion of Favorable Action was passed by a Counted Vote of 192 In Favor and 4 Opposed.

ARTICLE THIRTEEN

Amend Article 8.23, Section 8.23.5 of the Town's General By-Laws - Limiting the Issuance of Tobacco Sales Permits. (Tobacco Control Committee) A motion of Favorable Action was passed by a Majority Vote.

ARTICLE FOURTEEN

Amend Section 2.18 of the Town's Zoning By-Law – adding Recreational Marijuana Establishment, and amend Section 4.07 of the Town's Zoning By-law – Table of Use Regulations - to establish a moratorium on recreational marijuana establishments and related uses. (Planning and Community Development) A

motion of Favorable Action was passed by a Two-Thirds Vote.

ARTICLE FIFTEEN

Amendment to Section 7.08 of the Town's Zoning By-Law - Signs, Illumination, & Regulated Façade Alterations - to authorize administrative approval of certain signs and awnings. (Planning and Community Development) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE SIXTEEN

Authorize a 20-year lease of the Runkle School rooftop to host a Rooftop Solar Photovoltaic Installation. (Select Board) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE SEVENTEEN

Acceptance of a permanent easement for pedestrian passage over land located at 1180 Boylston Street. (DPW Commissioner) A motion of Favorable Action was passed by a Unanimous Vote with 1 Abstention.

ARTICLE EIGHTEEN

Accept the provisions of General Laws Chapter 90, Section 17C—to establish speed limits of 25 miles per hour for thickly settled or business districts. (Transportation Board) A motion of Favorable Action was passed by an Electronic Recorded Vote of 176 In Favor, 18 Opposed, with 4 Abstentions.

ARTICLE NINETEEN

Accept the provisions of General Laws Chapter 90, Section 18B—to establish speed limits of 20 miles per hour for safety zones. (Transportation Board) A motion of Favorable Action was passed by an Electronic Recorded Vote of 159 In Favor, 28 Opposed, and 6 Abstentions.

ARTICLE TWENTY

Resolution Committing Brookline to Uphold and Adhere to the Paris Agreement on Climate Change. (John Harris and Richard Rosen) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-ONE

Resolution Regarding a Net Zero Energy Ninth Elementary School and the expansion of Brookline High School. (Werner Lohe, Alan Christ, and Kathleen Scanlon) A motion of Favorable Action was passed by an Electronic Recorded Vote of 183 In Favor, 0 Opposed, and 6 Abstentions.

ARTICLE TWENTY-TWO

Resolution to Support the Town of Brookline's participation in the Government Alliance On Race and Equity (GARE). (Stephen Vogel, Abigail Ortiz and Anne Greenwald) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-THREE

Resolution in support of a local option gasoline tax. (Lily Bermel) It was resolved that Brookline Town Meeting supports passage of S.15512 – "An Act Relevant to Regional Transportation Ballot Initiatives, and the use of any and all incremental Brookline revenue associated with the act to fund additional pedestrian, bicycle, and mass transit infrastructure, by an Electronic Recorded Vote of 175 In Favor, 26 Opposed and 11 Abstentions.

ARTICLE TWENTY-FOUR

Reports of Town Officers and Committees. (Select Board) Reports from the Select Board's Climate Action Committee, and the Select Board's Committee on the Feasibility and Applicability of Tree Ordinance in Brookline, were submitted.

**Summary of Actions Taken
Special Town Meeting
May 23, 2017
8:00 P.M.**

ARTICLE ONE

Resolution in Support of Congressional Investigation regarding the impeachment of President Donald J. Trump (Lisa Kolarik, Alexandra Borns-Weil) A motion of Favorable Action was passed by an Electronic Recorded Vote of 158 In Favor, 2 Opposed and 13 Abstentions.

**Summary of Actions Taken
Special Town Meeting
May 23, 2017
8:30 P.M.**

ARTICLE ONE

FY2018 Special Appropriation for Brookline High School Expansion Project (Select Board) A motion of Favorable Action to appropriate \$1,850,000 for phase two of the feasibility and schematic design related to the off-site expansion of Brookline High School, was passed by a Counted Vote of 216 In Favor and 1 Opposed.

**Summary of Actions Taken
Special Town Meeting
November 14, 2017**

ARTICLE ONE

Approval of unpaid bills - (Select Board). A motion of No Action was passed by a Majority Vote.

ARTICLE TWO

Approval of collective bargaining agreements - (Human Resources Director). A motion of No Action was passed by a Majority Vote.

ARTICLE THREE

FY2018 Budget Amendments (Select Board). A motion of Favorable Action for various amendments to the FY2018 Budget, was passed by a Counted Vote of 214 In Favor and 1 Opposed.

ARTICLE FOUR

Authorize the Select Board to acquire real property at 111 Cypress Street by purchase or eminent domain, and appropriate funds for such purpose. (Select Board) A motion of Favorable Action to acquire the property at 111 Cypress Street and to appropriate \$16,400,000 to pay the costs for acquiring said property, was passed by a Counted Vote of 212 In Favor, 12 Opposed, and 2 Abstentions.

ARTICLE FIVE

Release or re-appropriation of May 2017 Baldwin School Special Appropriation. (Select Board) A motion of No Action was passed by a Unanimous Vote.

ARTICLE SIX

Legislation to increase qualifying income limits for senior real estate tax deferrals (Select Board's Committee on Senior Tax Policy) A motion of Favorable Action was passed by a Unanimous Vote,

ARTICLE SEVEN

Authorize interest rate reduction on real property tax deferrals for qualifying seniors. (Select Board's Committee on Senior Tax Policy) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE EIGHT

Accept the provisions of Chapter 60 Section 3D of the Massachusetts General Laws authorizing voluntary tax bill relief donations. (Select Board's Committee on Senior Tax Policy) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE NINE

Legislation authorizing the Select Board to grant additional liquor licenses for the sale of alcoholic beverages. (Select Board) A motion of Favorable Action was passed by a Majority Vote.

ARTICLE TEN

Amend the Zoning By-law to establish a Hancock Village Overlay District (HVOD). (Select Board) A motion of Favorable Action, failing to achieve the required two-thirds vote, was Defeated by an Electronic Recorded Vote of 112 In Favor, 85 Opposed, and 7 Abstentions.

ARTICLE ELEVEN

Authorize the Select Board to execute a Hancock Village Master Development Agreement (Select Board) No Action was taken. Refer to Article Ten vote.

ARTICLE TWELVE

Authorize the Select Board to execute a Hancock Village Local Action Unit (LAU) Development Agreement. (Select Board) No Action was taken. Refer to Article Ten vote.

ARTICLE THIRTEEN

Authorize the Select Board to accept and enforce a Hancock Village Deed restriction. (Select Board) No Action was taken. Refer to Article Ten vote.

ARTICLE FOURTEEN

Authorize the Select Board to acquire certain real property at Hancock Village by gift or deed. (Select Board) No Action was taken. Refer to Article Ten vote.

ARTICLE FIFTEEN

Repeal of the Hancock Village Neighborhood Conservation District By-law. (Select Board) A motion of No Action was passed by a Majority Vote.

ARTICLE SIXTEEN

By-law amendment requiring the posting of documents associated with public meetings. (Gordon, TMM1) A motion to refer to the Select Board and to report back to the 2018 Annual Town Meeting, was passed by a Counted Vote of 160 In Favor, and 3 Opposed.

ARTICLE SEVENTEEN

Establish a Tree Preservation By-law. (Murphy) No Action was taken.

ARTICLE EIGHTEEN

Replace "Select Board" with "Selectwoman" in Zoning and General By-law references. (Burstein TMM12) A motion of Favorable Action to use the terms Select Board and Select Board Member, was passed by a Majority Vote.

ARTICLE NINETEEN

Replace gender-specific language in Town By-laws and records with gender neutral language. (Coleman) It was resolved to use the terms Select Board and Select Board Member and to strive to use gender neutral language where appropriate and practicable, by a Majority Vote.

ARTICLE TWENTY

Resolution to establish Indigenous peoples Day in Brookline (Connors, TMM3, van der Ziel, TMM15, Halsey, Samaraweera) A motion of Favorable Action was passed by an Electronic Recorded Vote of 168 In Favor, 14 Opposed, and 23 Abstentions.

ARTICLE TWENTY-ONE

Resolution to honor former Brookline resident John Wilson (Daves, TMM5, Vitolo, TMM6) A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-TWO

Resolution on Sentencing Reform and Diversion. (Gordon, TMM1) A motion of Favorable Action, as substituted, was passed by a Counted Vote of 180 In Favor and 8 Opposed.

ARTICLE TWENTY-THREE

Reports of Town Officers and Committees (Select Board) Reports from the Moderator's Committee on the Posting of Police Reports, the Select Board's Committee on Senior Tax Policy, and the Select Board's Committee of the Feasibility and Applicability of Tree Ordinance in Brookline, were submitted.

**Summary of Actions Taken
Special Town Meeting
November 14, 2017
7:30 P.M.**

ARTICLE ONE

Release or re-appropriation of May 2017 Baldwin School Special Appropriation. (Mariah Nobrega, Dan Saltzman, Lauren Bernard) A motion of No Action, to appropriate \$1,000,000 for further feasibility studies, including a multi-site solution, was passed by a Counted Vote of 208 In Favor and 2 Opposed.

**Summary of Actions Taken
Special Town Meeting
November 14, 2017
8:00 P.M.**

ARTICLE ONE

Revisions of the Hancock Village Neighborhood Conservation District By-law. (Select Board). A motion of No Action was passed by a Unanimous Vote.

2017 ATTENDANCE								
Precinct	Name	Eligible	Attended		Precinct	Name	Eligible	Attended
16	Allaire, Saralyn J.	5	5		06	Englander, Scott L.	5	5
05	Allen, Richard E.	5	5		01	Ercolino, Elijah	5	5
10	Alperin, Michael	5	5		04	Farlow, Martha A.	5	5
10	Ananian, Clifford Scott	5	5		01	Feingold, Joel A.	5	5
06	Anderson, Catherine C.	5	3		09	Fernandez, Raul A.	5	5
02	Anttonen, Jennifer Tamara	5	5		13	Fine, Jonathan S.	5	5
03	Aronson, David M.	5	5		13	Fischer, Andrew	5	5
13	Aschkenasy, Miriam T.	5	5		11	Fischer, Shira H.	5	4
04	Axelrod, Sarah T.	5	5		14	Fishman, Daniel Reuven	5	5
13	Baker, Joanna	5	5		14	Fishman, Gill	5	0
06	Bassett, John	5	5		15	Flanagan, Jane M.	5	5
03	Becker, Kathryn M	5	5		AL	Franco, Benjamin J.	5	5
09	Bellis-Kates, Elizabeth Susan	5	5		01	Franco, James F.	5	5
11	Benedon, Carrie	5	5		16	Frawley, Regina M.	5	5
13	Benka, Carla Wyman	5	4		13	Freeman, John W.	5	5
15	Berger, Eileen Connell	5	1		07	Frey, Ernest A.	5	5
06	Bergstein, Brian A.	5	5		12	Friedman, Harry K.	5	5
08	Bernard, Laura Sara	5	5		04	Frumkin, Peter	5	5
04	Boehs, Sarah T.	5	5		AL	Gadsby, Edward N., Jr.	5	5
03	Bohrs, Harry K.	5	5		16	Gallitano, Thomas J.	5	5
08	Bolon, Craig	5	5		04	Gerdts, Nadine	5	3
16	Bowman, Adrienne S.	5	5		07	Giller, Phyllis D.	5	4
09	Brooks, Liza	5	5		03	Gilman, Jane C.	5	5
14	Brown, Clifford M.	5	5		11	Giora-Gorfajn, Shanna Tally	5	4
12	Bruce, Stphanie A.	5	5		04	Givens, Koinonia M.	5	5
12	Burstein, Michael A.	5	5		16	Gladstone, Scott C.	5	5
10	Caro, Carol B.	5	5		11	Goldsmith, Jennifer	5	3
10	Caro, Francis G.	5	5		08	Goldstein, David-Marc	5	5
01	Cavell, Cathleen C.	5	5		14	Goldstein, Kenneth M.	5	5
13	Chanyasulkit, Chris	5	5		01	Gordon, Neil R.	5	5
16	Chiumenti, Stephen	5	5		12	Grand, Jonathan H.	5	5
04	Christ, Alan	5	5		07	Granoff, Susan	5	5
15	Coffin, Abby R.	5	2		07	Gray, Mark A.	5	5
07	Cohen, Susan F.	5	5		11	Gray, Martha E.	5	5
03	Connors, Patricia A.	5	5		AL	Greene, Bernard W.	5	5
06	Conquest III, Arthur Wellington	5	5		12	Greenfield, Stefanie A.	5	4
12	Cooke-Childs, Lee	5	5		05	Gunnuscio, Michael B.	5	5
08	Cox, Abigail Schoenbaum	5	5		15	Hall, John L.	5	4
08	Crandell, Gina	5	4		15	Hallowell, Benedicte J.	5	2
01	Cutler, Jonathan D.	5	5		AL	Hamilton, Heather Ann	5	5
12	Daly, Nancy A.	5	5		07	Hardebeck, Kelly A.	5	3
05	Daves, Robert S.	5	5		08	Harris, John	5	5
10	Davis, Jonathan H.	5	5		09	Harris, Paul E.	5	5
10	Davis, Linda M.	5	5		12	Hatchett, Casey A.	5	5
10	Deak, Holly L.	5	4		AL	Heller, Nancy S.	5	5
06	Dempsey, Christopher	5	5		02	Hellerstein, Benjamin	5	3
03	Dewart, Mary D.	5	4		01	Heman, Helen Y.	5	5
03	Dewart, Murray	5	4		01	Hillman, Carol B.	5	4
05	DeWitt, Betsy	5	5		09	Hinchey, Nathaniel J.	5	3
13	Doggett, John	5	5		06	Hochleutner, Brian	5	5
03	Doughty, Dennis L.	5	5		13	Hoy, Francis Charlton	5	5
07	Duclos, Keith A.	5	5		12	Hummel, Amy	5	5
12	Ellis, Chad S.	5	0		06	Humphrey, Systke V.	5	5
07	Ellis, Susan P.	5	5		05	Hyatt, Angela	5	5

2017 ATTENDANCE								
Precinct	Name	Eligible	Attended		Precinct	Name	Eligible	Attended
16	Jette, Julie A.	5	5		15	Nangle, Richard	5	5
08	Johnson, Anita L.	5	5		05	Naro, Anthony J.	5	5
04	Johnson, Yvette M.	5	5		01	Neuefeind, Bettina	5	2
16	Jonas, Alisa G.	5	3		04	Nobrega, Mariah C.	5	5
11	Jones-Dasent, Boney	5	5		02	O'Brien, Barbara A.	5	2
09	Jozwicki, Barr A.	5	5		14	O'Connell, Kathleen M.	5	5
09	Jozwicki, Joyce	5	4		05	O'Leary, Phyllis R.	5	4
15	Kahn, Janice S.	5	5		05	Olins, Andrew M.	5	5
13	Kaplan, Ruth L.	5	4		04	Ortiz, Jaymmy Colon	5	0
12	Karon, Jonathan A.	5	5		07	Pantalone, David K.	5	5
09	Katz, Pamela C.	5	4		15	Pearlman, David Arenas	5	5
02	Kidd, Judith H.	5	4		02	Pehlke, Linda Olson	5	5
12	Klafter, David B.	5	5		02	Piercy, Jane A.	5	5
10	Knable, Bobbie M.	5	5		11	Pollak, Davidd M.	5	5
15	Knauf, Kristine L.	5	5		08	Poverman, Kate	5	4
03	Koff, Laurence Kragen	5	4		07	Provost, Stacey Zebow	5	5
15	Krepchin, Ira P.	5	5		16	Pu, William	5	4
14	Kushner, Jeffrey Robert	5	4		05	Reyelt, William E.	5	5
10	La, Daniel	5	2		14	Rich, Benjamin E.	5	3
06	LaPlante, Virginia W.	5	5		06	Richmond, Clinton Q.	5	5
16	Leichtner, Judith	5	5		02	Roberts, Susan M.	5	5
03	Leka, Donald Gene	5	5		14	Roseman, Lynda E.	5	5
09	Lepson, Robert D.	5	5		09	Rosenstein, Harriet	5	4
11	Lescohier, David C.	5	5		09	Rosenthal, Martin R.	5	5
03	Levine, Meggan E.	5	5		15	Rourke, James C., Jr.	5	3
14	Levitan, Fred	5	5		15	Sadeghi-Nejad, Ab	5	5
07	Levy, Mark E.	5	4		16	Safer, Joshua D.	5	5
11	Lewis, Kenneth G.	5	5		06	Saltzman, Daniel G.	5	5
15	Liao, Robert	5	5		03	Sandman, Michael A.	5	5
10	Lipson, Paul	5	4		13	Saner, Paul A.	5	4
14	Lipson, Roger R.	5	5		03	Scanlon, Kathleen M.	5	5
02	Liss, Lisa	5	5		02	Schachter-Kahl, Livia	5	5
14	Lodish, Pamela C.	5	5		16	Scharf, Irene	5	5
08	Loechler, Edward L.	5	5		14	Schoffman, Sharon R.	5	5
13	Lohe, Werner	5	5		10	Scholnick, Theodore	5	5
11	Lowe, David J.	5	5		01	Schram, Robert L.	5	5
12	Lowenstein, Mark J.	5	5		08	Scotto, Barbara C.	5	5
01	Lynn-Jones, Sean M.	5	5		08	Sears, Lisamarie J.	5	2
05	Machmuller, Wendy S.	5	5		14	Segel, Jennifer E.	5	5
08	Margolis, Hadassah Michal	5	5		13	Selwyn, Lee L.	5	3
07	Margolis, Jonathan J.	5	5		13	Senecal, Barbara M.	5	5
05	Mattison, Hugh	5	5		04	Shaw, Jeremy Michael	5	3
11	Mautner, Rebecca Plaut	5	4		11	Sheehan, Brian D.	5	5
11	McClelland, A. Nicole	5	5		07	Shon-Baker, Rita	5	5
02	McNally, Rita K.	5	4		16	Shpritz, Nathan I.	5	5
05	Meiklejohn, Douglas Randolph	5	5		02	Shreffler, John R.	5	5
06	Merelice, M K	3	0		10	Shuman, Stanley	5	3
01	Metral, Alexandra E.	5	5		04	Siegal, Marjorie	5	5
12	Meyers, Judy	5	5		01	Silbaugh, Kate	5	5
05	Michaels, Faith I.	5	3		14	Silberberg, Isaac	5	5
08	Miller, Robert M.	5	5		07	Slayton, James M.	5	3
14	Mittel, Shaari S.	5	5		01	Sloane, Robert	5	3
11	Moran, Maryellen	5	0		12	Slotnick, William E.	5	2
04	Mulhane, John T.	5	5		06	Smith, Kim	5	5
15	Murphy, Robert W.	5	2		04	Smith, Virginia A.	5	5

2017 ATTENDANCE								
Precinct	Name	Eligible	Attended		Precinct	Name	Eligible	Attended
AL	Smizik, Hon. Frank Israel	5	5					
06	Sneider, Ruthann	5	5					
02	Spiegel, Diana Lees	5	4					
02	Spiegel, Stanley L.	5	4					
10	Spingarn, Alexandra (Sandy)	5	4					
05	Stampfer, Claire B.	5	5					
03	Steinfeld, Frank R.	5	5					
02	Studdard, Caitlin M.	5	5					
16	Sullivan, Timothy C.	5	4					
09	Swartz, Charles	5	2					
10	Sweitzer, Naomi	5	5					
01	Terrell, Charles	5	5					
16	Thall, Carolyn Rose	5	5					
08	Toomey, Maura	5	5					
06	Trecker, Anne	2	2					
09	Tyndal, Dwaigh	5	3					
15	van der Ziel, Cornelia H. J.	5	5					
09	Vanderkay, Judith A.	5	5					
13	VanScoyoc, John R.	5	5					
06	Vitolo, Thomas John	5	5					
04	Volk, Robert	5	5					
07	Wapinski, Ilan	5	5					
AL	Ward, Patrick J.	5	5					
08	Weitzman, Donald C.	5	5					
09	White, George Abbott	5	5					
10	Wilson, Rachel Irene	5	5					
AL	Wishinsky, Neil A.	5	5					
02	Wolff, Bruce	5	5					
05	Wurster, Erik F.	5	5					

RESOLUTIONS PASSED IN 2017

1. A Resolution Regarding the Paris Climate Agreement

WHEREAS the Paris Agreement¹ is now in force under the United Nations Framework Convention on Climate Change (UNFCCC), and the United States of America is an official Party to the Paris Agreement as of 2016; 2

WHEREAS climate change has already imposed economic and ecological hardships on various people across the world and it poses ever-increasing hardships on the peoples of the world in the future, including the loss of livelihood and possible death;

WHEREAS the Paris Agreement states “the need for an effective and progressive response to the urgent threat of climate change on the basis of the best available scientific knowledge;”

WHEREAS the Paris Agreement states “the importance of education, training, public awareness, public participation, public access to information and cooperation at all levels on the matters addressed in this Agreement;”⁴

WHEREAS the UNFCCC has established a NON-STATE ACTOR ZONE for Climate Action, which provides a process that states, municipalities and other entities can use as “a platform for the exchange of experiences and sharing of best practices on mitigation and adaptation in a holistic and integrated manner”;⁶

WHEREAS as of April 2017, at least 2,508 cities, towns, and communities worldwide have registered their support for the Paris Agreement on the Non-State Zone platform. This includes American cities as diverse as Anchorage, Baltimore, Berkeley, Cleveland, Dallas, Las Vegas, Pittsburgh, Sacramento and Savannah; and locally Boston, Cambridge, Medford and Somerville;⁷

WHEREAS each country signing the Paris Climate Agreement (UNFCCC) sets its own aspirational climate goals, which encourages each Non-State Actor to do the same, to be evaluated every 5 years;⁸ The Town of Brookline should set its own aspirational climate action goals for recurring evaluation;

WHEREAS, as a town of diverse and well-educated and informed citizens, Brookline is able to play a leading role relative to other cities and towns within Massachusetts and the U.S. in both mitigating and adapting to climate change;

WHEREAS the Paris Agreement requires that all parties should pursue efforts to help keep the global increase in average temperature due to human-caused climate change to no more than 2.0 degrees Celsius (3.6 degrees Fahrenheit) above pre-industrial levels, and to 1.5 degrees Celsius if possible;⁹

BE IT RESOLVED THAT the Town of Brookline:

1. Understands it to be a moral and political obligation of the Town to commit to pursue upholding and adhering to the Paris Agreement of 2015.
2. Commits to register its support for implementing the Paris Agreement on the Non-State Zone platform, as other U.S. cities and towns have done.
3. Commits to file its existing 2012 Climate Action Plan as amended in 2015,¹⁰ which was intended to meet the objectives of the Massachusetts Global Warming Solutions Act of 2008, on the Non-State Platform, as other U.S. cities and towns have done.
4. Commits to a goal of developing a revised town plan during 2018 to mitigate and adapt to human-caused climate change that may take a leading role above and beyond those plans of the State of Massachusetts and the “nationally determined contribution”¹¹ of the U.S. government, in order to help insure that those state and federal plans are achieved faster and more thoroughly due to Brookline’s actions.
5. Continue educating the citizens of Brookline about the dangers that climate change pose in both the short and long run to the world, in general, and to Massachusetts in particular. This enhanced education will, presumably, facilitate and accelerate both the voluntary and mandatory actions that the citizens of Brookline will take to help slow the rate of climate change.

2. A Resolution Regarding a Net Zero Energy Ninth Elementary School and the Expansion of Brookline High School

WHEREAS our town, the nation, and the world are increasingly aware of the need to address climate change and of the importance of better protection of the environment in general, and

WHEREAS an international standard known as LEED (Leadership in Energy and Environmental Design of the United States Green Building Council) allows for a building's environmental and energy performance to be accurately measured and provides a benchmark to assist in designing a net zero energy building, and

WHEREAS net zero energy LEED Platinum schools create an environment that supports student learning and health through improvements in daylighting, indoor air quality, thermal comfort, acoustics, and classroom design, all of which have an impact on a child's ability to learn and a teacher's ability to teach, while saving energy, resources, and money, and

WHEREAS net zero energy LEED Platinum schools increase energy efficiency, thereby reducing greenhouse gas emissions, cost less to operate, utilize durable materials, reduce water and energy use, and provide other benefits, while providing an educational experience that transcends the classroom by creating opportunities for curriculum innovation and hands-on, project-based learning in which the building itself becomes an interactive teaching tool, and

WHEREAS decisions made now about the design of the Ninth Elementary School and the expansion of Brookline High School will determine each school's environmental footprint, particularly greenhouse gas emissions, for decades to come, and

WHEREAS the technical ability to create energy-efficient, high performing buildings has increased significantly by incorporating systems thinking into design processes, and

WHEREAS construction of new schools in Massachusetts and around the nation during the past five years has shown the feasibility and desirability of net zero energy schools, that is, schools in which the amount of energy delivered on an annual basis is less than or equal to the amount of renewable energy exported from the site, and

WHEREAS the most accurate measure of energy efficiency for a building is EUI (Energy Use Intensity), calculated by dividing total energy consumed annually by the gross floor area of the building,

NOW THEREFORE BE IT RESOLVED THAT in order for the Ninth Elementary School to be a significant advance toward a net zero energy school and consistent with the projected energy efficiency results at the new Devotion School, it shall seek a minimum of LEED v4 certification at the Silver rating level, with a goal of achieving the Platinum rating level; and in addition-it shall prioritize achieving points in the Optimize Energy Performance category and shall seek to achieve a minimum of 13 of the possible 16 points available in that category, with the goal of achieving 16 of the possible 16 points available in that category; and, finally, it shall seek to achieve at least an EUI of 30 kBtu/sq. ft./yr., with the goal of achieving an EUI of 25 kBtu/sq. ft./yr.,

And, be it further Resolved that while overall net zero energy is unlikely to be achieved for Brookline High School and even the degree to which the as-of-yet-undefined, expanded portion of the school can approach net zero energy design is currently uncertain, nevertheless, net zero energy principles shall be appropriately applied, to the extent feasible, during all design phases of Brookline High School.

3. A Resolution to Support the Town of Brookline to Participate in the Government Alliance on Race and Equity (GARE)

WHEREAS, the Town of Brookline, Massachusetts (the Town) has a proclaimed public policy to improve diversity, inclusion, and community relations within its territory; and

WHEREAS, the Town has in its General By-laws many parts of the framework for achieving racial justice; and

WHEREAS, those are found in the goals of diversity and inclusion in the Town's General By-laws pertaining to the Office of Diversity, Inclusion and Community Relations (ODICR) and the Commission for Diversity, Inclusion and Community Relations (CDICR), including in the powers, duties, responsibilities, and authorizations given to CDICR and ODICR, along with the requirement that that all departments and agencies of the Town cooperate, share information and have a dialogue with CDICR and ODICR on relevant matters; and

WHEREAS, those powers, duties, responsibilities, and authorizations and requirements are found in Articles 3.14, 3.15, 5.5, and 10.2 of the Town's General By-laws, as most recently amended, along with the Equal Employment Opportunity policy promulgated by the Human Relations Department, and approved by CDICR September 21, 2016, approved by the Human Resources Board December 13, 2016, and by The Select Board February 7, 2017; and

WHEREAS, the Town is committed to work for racial equity in the Town's employment practices, business practices, allocation and handling of its services, and in its treatment of all people within its environs; and

WHEREAS, The Government Alliance on Race and Equity (GARE) is a national network of local governments working to achieve racial equity and advance opportunity for all. GARE works with government jurisdictions to assess the impact of public policies and procedures on racial equity and opportunity. The GARE approach is data driven and includes community engagement, setting and evaluating progress toward measurable goals and consultation with all levels of government employees, community members, and decision-makers; and

WHEREAS, in keeping with the above, through the work of the ODICR, the Town of Brookline has become a core member of the Government Alliance on Race and Equity (GARE), a joint project of the Center for Social Inclusion (CSI) and the Haas Institute for a Fair and Inclusive Society, which is itself a non-profit organization that catalyzes community, government and other institutions to dismantle structural racial inequity and create equitable outcomes for all; and

WHEREAS, we believe the Town's goals and policies promoting racial justice will be augmented by maintaining the core membership benefits offered by GARE, and will be enhanced by contracts with the GARE-related Center for Social Inclusion (CSI) to give trainings to designated Town employees and relevant Town Departments, on topics deemed fit by ODICR and CDICR.

NOW THEREFORE, BE IT HEREBY RESOLVED, THAT TOWN MEETING URGES:

1. The Select Board and the Town Administrator, in conjunction with the ODICR, to support and facilitate participation by Town departments in the GARE implementation process. This includes but is not limited to using racial equity tools in a data driven process to integrate explicit consideration of racial equity into creating and evaluating Town policies, procedures, and department budgeting.
2. The Select Board, the Town Administrator, the School Committee and the Superintendent of Schools to work with the ODICR to identify one or more departments (in addition to the ODICR itself) that will fully engage in GARE's implementation process during fiscal year 2018.
3. The Town to allocate financial support and other resources to support successful implementation of the GARE implementation process, including enrollment of department administrators and leaders in trainings provided by GARE, and that future budgets consider the funding requirements of this resolution.
4. That the Select Board and the Town Administrator, in conjunction with the ODICR, actively work to develop trust and accountability by seeking input and participation from the community in the GARE implementation process, prioritizing voices of residents of color, and that the Town's Chief Diversity Officer report on GARE progress in the CDICR monthly meeting and in a comprehensive annual report to the Board of Selectman and Town Meeting.

4. Gas Tax Resolution

WHEREAS, the ability to move around on foot, bike, or with mass transit is an important value to citizens of Brookline;

WHEREAS, the infrastructure that enables pedestrians, bicyclists, and mass transit users can be made safer, more accessible, and more comfortable;

WHEREAS, Brookline is currently committed to the upgrades necessary to improve safety and comfort for pedestrians, bicyclists, and mass transit users but is constrained by available revenue and other important budgetary considerations;

WHEREAS, according to The League of American Bicyclists, Massachusetts has seen more than a one hundred percent growth in the share of those who commute by bike and it is important to accommodate these growing numbers by installing safer biking infrastructure;

WHEREAS, bike lanes in Brookline are expensive, costing up to fifty thousand dollars, and such projects have been funded with the Brookline Capital Improvements program;

WHEREAS, Brookline Town Meeting's willingness to administer local-option taxes has been demonstrated by its swift implementation of local-option taxes both on meals and room occupancy in the past decade;

WHEREAS, the passage of S.1551 "An Act Relevant to Regional Transportation Ballot Initiatives" would give Brookline the ability to impose any tax surcharge on a single subject of taxation including a payroll, sales, property, fuel or vehicle excise tax, creating a new local-option tax to fund transportation upgrades;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that

1. Town Meeting supports the passage of S.1551, "An Act Relevant to Regional Transportation Ballot Initiatives". A message of Brookline's support will be sent to the State House sponsors of the Bill, to Brookline's representatives in the Massachusetts House and Senate, and to relevant committee chairs.
2. That upon passage of "An Act Relevant to Regional Transportation Ballot Initiatives," Town Meeting supports the use of any and all incremental Brookline revenue associated with the Act to fund additional pedestrian, bicycle, and mass transportation infrastructure, so that Brookline may become more pedestrian, bicycle, and mass transportation friendly. Funding will be used to supplement, not supplant, funding on current local pedestrian, bicycle, and mass transport infrastructure.

5. Resolution in Support of Congressional Investigation regarding Impeachment of President Donald J. Trump

WHEREAS, the Foreign Emoluments Clause of the United States Constitution provides that "no Person holding any Office of Profit or Trust under them [i.e. the United States], shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatever, from any King, Prince, or foreign State," thereby prohibiting conflicts of interest that could influence the conduct of the foreign affairs of the United States,

WHEREAS, the Domestic Emoluments Clause of the United States Constitution provides that, besides the fixed salary for his four-year term, the President "shall not receive within that Period any other Emolument from the United States, or any of them," thereby prohibiting conflicts of interest that could influence the conduct of the domestic affairs of the United States,

WHEREAS, the term "emoluments" includes a broad range of financial benefits, including but not limited to monetary payments, purchase of goods and services, subsidies, tax breaks, extensions of credit, and favorable regulatory treatment,

WHEREAS, Donald J. Trump, the President of the United States, owns various business interests and receives various streams of income from all over the world,

WHEREAS, many of these businesses receive income and benefits from foreign governments, states of the United States, or the United States itself,

WHEREAS, leading constitutional scholars and government ethics experts warned Donald J. Trump shortly after the November 2016 election that, unless he fully divested his businesses and invested the money in conflict-free assets or a blind trust, he would violate the Constitution from the moment he took office,

WHEREAS, on January 11, 2017, nine days before his inauguration, Donald J. Trump announced a plan that would, if carried out, remove him from day-to-day operations of his businesses, but not eliminate any of the ongoing flow income and benefits from foreign governments, state governments, or the United States government,

WHEREAS, on January 20, 2017, Donald J. Trump took the oath of office and became President of the United States,

WHEREAS, evidence suggests that President Trump is in violation of the Foreign Emoluments Clause and the Domestic Emoluments Clause of the United States Constitution,

WHEREAS, any such violations would undermine the integrity of the Presidency and violate the public trust,

WHEREAS, our democracy is premised on the bedrock principle that no one is above the law, not even the President of the United States,

NOW, THEREFORE, Brookline Town Meeting RESOLVES to call upon the United States House of Representatives to support a resolution authorizing and directing the House Committee on the Judiciary to investigate whether sufficient grounds exist for the impeachment of Donald J. Trump, President of the United States, including but not limited to the violations listed herein; and,

BE IT FURTHER RESOLVED that copies of this resolution be transmitted officially to the Member of the United States House of Representatives that represents the town, namely, the Honorable Joseph Kennedy III.

6. Resolution for Gender Neutral Language

WHEREAS, the use of gender-neutral language by the Town can be expected to further enhance and demonstrate Brookline's commitment to being an inclusive, diverse and welcoming community; and

WHEREAS, ever-increasing awareness exists that language matters, and in particular with regard to the subtle and not so subtle, and intended and unintended consequences of language, including implicit or explicit bias; and

WHEREAS, the Town has been a leader in issues relating to gender identity and expression, including in defining the Town's protected classes; and

WHEREAS, there is ample precedent for and encouragement of the use of gender-neutral language by Massachusetts cities and towns; and

WHEREAS, linguistic conventions that differentiate and identify people by perceived gender may fail to respect the broad spectrum of sex, gender, gender identity, and gender expression living, working and visiting our community; now, therefore,

BE IT RESOLVED, that the term "Select Board" shall be taken to mean "Select Board," the terms "Select Board" and "Selectwomen" shall be taken to mean "Select Board Members," and the terms "Selectman" and "Selectwoman" shall be taken to mean "Select Board Member," in all currently active and future documents and communications originated by the Town, unless the context demands otherwise; and

BE IT FURTHER RESOLVED, that the Town, including without limitation, its municipal officers, boards, committees and commissions, strive to use gender-neutral language, where appropriate and practicable, in all documents and communications pertaining to the business of the Town.

7. Resolution to Support the Establishment of Indigenous Peoples Day in Brookline

WHEREAS, Columbus Day has been celebrated unofficially since the early 18th century, and was officially made a federal holiday in 1937 to be celebrated on the second Monday of October, with M.G.L. Part I, Title I, chapter 4, section 7, clause 18 setting aside the second Monday of October as a Massachusetts state holiday, and M.G.L. Part I, Title II, chapter 6, section 12V providing that the Governor declare that day to be Columbus Day; and

WHEREAS, Columbus Day commemorates the landing of Christopher Columbus in the Americas specifically on the Caribbean islands of The Bahamas on October 12, 1492 and, later, on Hispaniola (present-day countries of the Dominican Republic and Haiti); and

WHEREAS, the first voyage of Columbus to the Americas initiated the transatlantic slave trade, journal entries from Columbus show his desire to enslave the Indigenous populations of the Caribbean, and he subsequently imprisoned and transported many hundreds of people to this end; and

WHEREAS, Columbus' second voyage of 1493 was one of conquest, wherein seventeen ships were led by him to the New World, and his governorship of the Caribbean instituted systematic policies of slavery and extermination of Indigenous populations, especially the Taino/Arawak people whose population was reduced from approximately 8 million to 100,000 during Columbus' reign, being further reduced by the continuation of his policies until near-extinction in 1542; and

WHEREAS, the example of the Taino/Arawak people is merely indicative of the policies of Columbus and his men, and all told some historians estimate that more than 15 million Indigenous persons were exterminated in the Caribbean Basin alone; and

WHEREAS, though the introduction of European diseases may account for some of these deaths, starvation and overt extermination policies were mostly to blame, and thus these atrocities cannot be reasonably attributed to forces outside of the control of European colonialists; and

WHEREAS, the devastation of Indigenous populations would lead to the enslavement of at least 10–12 million African people, and the profound effects of the transatlantic slave trade and African diaspora continue to be felt to the present day; and

WHEREAS, the cultures of the Indigenous Peoples of the Americas are worthy of being promoted, their history is rich, diverse, and worthy of celebration, and the actions and policies of European colonizers of the Americas actively destroyed and suppressed parts of those cultures; and

WHEREAS, Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial; and

WHEREAS, the Town of Brookline, Massachusetts (the "Town") has a history of opposing racism towards Indigenous Peoples in the United States, this racism serving to perpetuate high rates of Indigenous poverty and leading to inequities in health, education, and housing; and

WHEREAS, the Town wishes to honor our nation's Indigenous roots, history and contributions; and

WHEREAS, the State of Alaska and other localities including Seattle WA, Cambridge MA, Denver CO, Portland OR, Berkeley CA, and Albuquerque NM have adopted Indigenous Peoples Day as a counter-celebration to Columbus Day, to promote Indigenous cultures and commemorate the history of Indigenous Peoples; and

WHEREAS, Indigenous Peoples Day was first proposed in 1977 by a delegation of Native Nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS, in 1990, representatives from 120 Indigenous nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an occasion to strengthen the process of continental unity and struggle towards liberation, and thereby use the occasion to reveal a more accurate historical record; and

WHEREAS, Indigenous Peoples of the Americas have contributed to the world in countless ways, and continue to do so. These contributions are too numerous to set forth here, but include:

- During World War I and II, Choctaw, Cherokee, Navajo and other Indigenous code talkers played a key role in US communications, displaying bravery and intelligence as they sent signals based on their languages that the German and Japanese were unable to decipher. Their actions are credited with saving thousands of US and Allies' lives.
- Agricultural and culinary techniques for tomatoes, pumpkins, potatoes, maize, cacao, many varieties of beans and much more, including the development of non-edible plants such as cotton, tobacco, and rubber.
- Medical advances using plants, such as using Vitamin C-based foods to avoid scurvy, discovering the medical use for quinine, and discovering the medical uses of willow bark (the basis for aspirin).
- The Maya of Mexico appear to have been the first to use the zero in mathematics.
- Indigenous government systems in North America, particularly that of the Haudenosaunee (Six Nations Iroquois Confederacy), served as models of federated representative government for the United States, although the US excluded some key components such as the leadership role of women in the Haudenosaunee systems.
- Internationally known Indigenous people from the US have included Massasoit, Sacagawea, Sitting Bull, Crazy Horse, Geronimo, Pontiac, Tecumseh, Sealth (Seattle), Wilma Mankiller, Diane Humetewa, Dave Archambault, Winona LaDuke and many more. Olympic athletes have included Jim Thorpe and Billy Mills. Prominent modern Indigenous artists include writers Louise Erdrich and Sherman Alexie; the prima ballerina Maria Tallchief; actors such as Irene Bedard, Floyd Red Crow Westerman, and Adam Beach; musicians John Trudell, Joanne Shenandoah, Carlos Nakai and Robbie Robertson; and artists Jaune Quick-To-See Smith, RC Gorman and Fritz Scholder.

NOW, THEREFORE, BE IT RESOLVED THAT TOWN MEETING URGES:

1. The Select Board to establish that the second Monday of October henceforth be commemorated as Indigenous Peoples Day in Brookline, in recognition of the position of Indigenous Peoples as native to these lands, and the suffering they faced during and after the European conquest,
2. The people of Brookline to observe Indigenous Peoples Day by reflecting upon the dispossession of the homelands and villages of the Massachusetts people of this region, without which the building of the Town would not have been possible, and to celebrate the survival of Indigenous Peoples against all odds, as well as the thriving cultures and values that Indigenous Peoples have brought and continue to bring to our Town and the wider community,
3. The Select Board to appoint an Indigenous Peoples Day Celebration Committee to develop and implement the Town's commemoration of Indigenous Peoples Day. This Board or its designee shall invite

representation on the Indigenous Peoples Day Celebration Committee from Town citizens, schools, non-profit organizations, businesses and its Commission for Diversity, Inclusion & Community Relations as well as the North American Indian Center of Boston, United American Indians of New England, Cultural Survival and IndigenousPeoplesDayMA.org, with an emphasis on obtaining as much Indigenous representation as possible,

4. The Select Board or its designee to assist the Indigenous Peoples Day Celebration Committee with identifying and obtaining possible funding and resources necessary for the commemoration of Indigenous Peoples Day in the Town,
5. The Public Schools of Brookline to observe this day, with appropriate exercises and instruction in the schools around the time of Indigenous Peoples Day, to the end that the culture, history and diversity of Indigenous Peoples be celebrated and perpetuated,
6. The Select Board to encourage businesses, organizations, and public institutions to recognize and observe Indigenous Peoples Day, and

BE IT FURTHER RESOLVED that the Town Clerk shall ensure that the Massachusetts Commission of Indian Affairs, North American Indian Center of Boston, IndigenousPeoplesDayMA.org, United American Indians of New England, Massachusetts Center for Native American Awareness, the Mashpee Wampanoag Indian Tribal Council, the Wampanoag Tribe of Gay Head (Aquinnah), the Nipmuc Nation Tribal Council (including the Hassanamisco and Natick), the Assonet Band of Wampanoags, the Chappaquiddick Wampanoags, the Chaubunagungamaug Nipmuc, the Pocasset Wampanoag, the Ponkapoag, and the Seaconke Wampanoag, all of which include descendants of those people indigenous to Massachusetts, as well as the Brookline School Committee and Brookline TAB, receive a suitably engrossed copy of this Resolution.

8. A Resolution to Honor John Wilson

WHEREAS, John W. Wilson (1922–2015) was a nationally celebrated artist whose work is included in many major museums, and graces several public spaces around the country, including the Rotunda of the U.S. Capitol;

WHEREAS, born in Roxbury to recent immigrants from British Guiana (now Guyana), he showed superior artistic talent at an early age and despite racial barriers, he received a scholarship to the School of the Museum of Fine Arts, graduating with highest honors;

WHEREAS, he went on to study education at Tufts University graduating in 1947 with a bachelor's degree, and art in France and Mexico before joining the faculty of Boston University and rising to full professor;

WHEREAS, he studied under the modern artist Fernand Léger in Paris and Karl Zerbe at the Museum School in Boston, and was part of a group that later became known as Boston Expressionists;

WHEREAS, John Wilson and his family, despite initially encountering racial bias finding a home, lived in Brookline for more than 50 years;

WHEREAS, John Wilson's work embodies the emotion and perspective of life as a black man—a view rarely expressed in mainstream American art at that time;

WHEREAS, John Wilson's magnificent, monumental bronze sculpture of the head of Martin Luther King, Jr. (1983), installed in Martin Luther King, Jr., Park, Buffalo, New York, evokes the great leader's inspiration; and

WHEREAS, a 30-inch tall bronze study for that masterpiece recently became available; and

WHEREAS, a group of engaged Brookline citizens think that it is fitting that, just as our nation's Capital Rotunda features a work by John Wilson, so too should Town Hall, the center of our local government, have an inspirational sculpture by same artist, an artist who lived his life just a few blocks away.

NOW, THEREFORE, BE IT RESOLVED, that Town Meeting call upon the people of Brookline to honor the life and legacy of longtime Brookline resident John Wilson;

RESOLVED, that Town Meeting, representing the people of the Town of Brookline, honor John Wilson by supporting the installation of his sculpture of Martin Luther King, Jr. in the Town Hall lobby; and

RESOLVED, that Town Meeting encourage the School Committee to include the art and story of John Wilson where appropriate in its curriculum.

9. A Resolution Regarding Massachusetts Criminal Justice Reform

WHEREAS: Beginning in the 1970's, the United States experienced a steadily progressing rate of incarceration. With 5% of the world's population, the US has 25% of the world's inmates, and many consider mass incarceration the most important civil rights issue of our generation; and

WHEREAS: Massachusetts incarcerates about 20,000 inmates- five times the 1970's rate, averaging \$50,000 per inmate per year (even more for aging inmates), costing in total over \$1 billion a year; and

WHEREAS: The Massachusetts incarceration rate is 2.5 times Spain's, 3 times Canada's, 5 times Germany's, and 7 times Japan's; with only 6 countries -- Cuba, Russia, Thailand, Panama, Azerbaijan, and El Salvador having higher incarceration rates. Meanwhile, our state and local governments' crime prevention social services (including jails and prisons), remain seriously underfunded; and

WHEREAS: While some Massachusetts District Attorneys have broken ranks to support a few of the recent Senate proposals, almost all DAs have for decades supported the foregoing "tough-on-crime" trends, and opposed almost all meaningful sentencing reform; instead, they, like Gov. Baker, often tout Massachusetts' lesser (than most states') incarceration rate as justification, and

WHEREAS: US Criminal Justice racial disparities impose disproportionate consequences on individuals, families and communities of color, with Massachusetts' incarceration rate for Blacks and Hispanics being eight times and five times respectively that of Whites, and

WHEREAS: Across the country, both "blue" and "red" states have embraced a "Smart on Crime" paradigm shift of resources, prioritizing crime prevention over purely punitive incarceration, for example: Texas by 2014 closed three prisons, reducing by 6% its 2009 jail rate; Connecticut by 2016 closed 3 prisons, lowering inmate totals from near 20,000 in 2008 to under 15,600; and Louisiana will soon reduce inmate totals by 10%, saving \$262 million over the next decade; and

WHEREAS: Mandatory minimum sentences, which have proliferated for four decades despite little evidence that they deter crime, (which is one stated purpose), impede in-prison and post-release treatment and shift discretion from judges in open court to prosecutors who, behind closed doors, decide charges and attempt to coerce defendants to enter into plea bargains and trial waivers; and

WHEREAS: Despite many good proposed reforms of specific problem areas at the state level, such as loosening many drug mandatory minimum sentencing guidelines and making 19 the age of adulthood, and Gov. Baker's bill based on the Council on State Governments "Justice Re-Investment" project, few efforts address big picture issues like non-drug mandatory minimum sentencing, overall sentencing reform, or wider diversion options for misdemeanor offenses that would keep defendants out of court and without CORI records, and would save court resources; and

WHEREAS: Only about 8% of Massachusetts inmates are serving mandatory minimums for drug crimes, and the worst racial disparities for sentencing are related to guns, with about 80% of these inmates being minorities, and

WHEREAS: State and national polls show strong preference for rehabilitation, drug and mental health treatment, and community policing over jails and prisons; and a burgeoning grassroots-community movement, has been pushing for sentencing reform, racial justice, diversion, and smartness-on-crime practices; and

WHEREAS: The Sentencing Commission, reconstituted by Gov. Patrick in 2014 should propose sentencing guidelines by legislation and other reforms like diversion, and should propose bills circumventing mandatory minimum sentencing beyond drugs, e.g. Safety Valves (criteria for judges to selectively depart downward from mandatory minimums) instead of merely changing the (c. 1996) administrative guidelines, which are only sometimes consulted and only in superior court, thereby lacking broad systemic impact,

Therefore, Be It Resolved That Brookline, By Vote of Its Elected Town Meeting Urges:

The State to enact substantial sentencing reform and diversion that is much broader than the now pending state house bills, with appropriate procedures for prosecutors' and defense attorneys' input, with appeals when dissatisfied, and including:

1. reallocating funds to meaningful, evidence-based, safety-focused prevention initiatives from our over \$1 billion annual incarceration spending which warehouses many minorities, still-formative youths, and aging inmates;
2. allowing deserving defendants charged with misdemeanors and lesser felonies to avoid court, get needed treatment, and retain clean CORI's;
3. establishing mandatory minimum Safety Valves for more than just drug crimes, allowing DA's and defense lawyers to then appeal; and
4. comprehensive sentencing guidelines legislation proposed by the Sentencing Commission for broad but tightly-defined mandatory minimum Safety Valves and significant "diversion";

And that The Select Board (1) convey this Resolution to our legislators, statewide elected officers, the Norfolk County District Attorney; and (2) request our state Senator and Representatives to update them on significant General Court developments relative to criminal justice reform.

**SUMMARY OF RESOLUTIONS ADOPTED BY TOWN MEETING
REQUIRING ACTION BY THE SELECT BOARD OR DEPARTMENTS**

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '01 Annual	20	Calls on the Great and General Court to support statewide legislation banning the use of cellular telephones while operating a motor vehicle.	The Resolution was sent to the Court, Governor, Attorney General, Executive Office of Public Safety, Boards of Select Board, and Mayors.
May '01 Annual	23	Supports the abolition of the death penalty and the passage of the Innocence Protection Act.	The Resolution was sent to death penalty abolition leaders, the Governor, the Town's legislative delegation, and President of the U.S.
Nov. '01 Special	16	Calls on the General Court to adopt legislation requiring all school buses to be fitted with three-point lap and shoulder restraints by July, 2003. Also, calls upon the Town's representatives in such matters to research and arrange compliance.	Copies of the Resolution were sent to each member of Brookline's legislative delegation asking that it be brought to the attention of the Ways and Means Committee and other appropriate legislative bodies and officials.
May '02 Annual	13	Calls on the Town's Zoning By-Law Commission to conduct an investigation into "Mansionization".	Referred to the Zoning By-Law Commission for Review.
Nov. '02 Special	1	Supports the opposition of any U.S. attack on Iraq and requests that the Select Board transmit this resolution to our congressional delegation.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '03 Annual	17	Seeks the revocation and elimination of provisions of the USA PATRIOT Act, the Homeland Security Act, and other Executive Orders that are deemed to diminish civil liberties.	Resolution was posted in public places and sent to the Norfolk County D.A., State Police, Town's legislative delegation, State Attorney General, Governor, local U.S. Attorney, the U.S. Attorney General, and President of the U.S.
May '05 Annual	25	Calls for children's welfare organizations to be informed and for Town groups to explore raising awareness about corporal punishment of children.	The resolution was widely publicized.
Nov. '05 Special	29	Supports the construction and implementation of a plan to withdraw troops from Iraq.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '06 Annual	30	Supports the improvement of the Gateway East Area.	The Town continues to support the Village Square Project (formerly called Gateway East). Design plans have been submitted to the state, and construction is planned for approximately 2016.
Nov. '06 Special	26	Reaffirms the Town's commitment as a Sanctuary Town, endorses the platform of the Keep Our Families Together Campaign, calls upon the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement to issue a moratorium on immigration raids until Congress comes to an agreement on comprehensive immigration reform and urges the U.S. Senate to defeat HR 4437 and urges the President to veto any such legislation.	A copy of this resolution was sent to the Massachusetts Congressional delegation and to the President of the U.S.
Nov. '06 Special	28	Urges that at least 50% of Town committee meetings should be held in the evening.	Notification of the resolution was sent to all Boards and Commissions.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov. '07 Special	22	Urges support for Support Tax Exemptions and Incentives Legislation for Certain Property Owners Using Wind and Solar Power.	Copies of the Resolution were sent to each member of Brookline's legislative delegation.
Nov. '07 Special	23	Support Statewide Legislation to Encourage the Purchase of Fuel-Efficient Vehicles.	Representative Frank Smizik filed legislation at the state level.
May '08 Annual	30	Urges the Town and the unions to proceed with good faith negotiations for joining the Group Insurance Commission (GIC) and resolve further that future consideration of appropriations for labor agreements take into account the status of efforts to opt into the GIC.	The Town and the union Public Employee Committee reached an agreement to switch to the state Group Insurance Commission effective July 1, 2010.
May '01 Annual	20	Calls on the Great and General Court to support statewide legislation banning the use of cellular telephones while operating a motor vehicle.	The Resolution was sent to the Court, Governor, Attorney General, Executive Office of Public Safety, Boards of Select Board, and Mayors.
May '01 Annual	23	Supports the abolition of the death penalty and the passage of the Innocence Protection Act.	The Resolution was sent to death penalty abolition leaders, the Governor, the Town's legislative delegation, and President of the U.S.
Nov. '01 Special	16	Calls on the General Court to adopt legislation requiring all school buses to be fitted with three-point lap and shoulder restraints by July, 2003. Also, calls upon the Town's representatives in such matters to research and arrange compliance.	Copies of the Resolution were sent to each member of Brookline's legislative delegation asking that it be brought to the attention of the Ways and Means Committee and other appropriate legislative bodies and officials.
May '02 Annual	13	Calls on the Town's Zoning By-Law Commission to conduct an investigation into "Mansionization".	Referred to the Zoning By-Law Commission for Review.
Nov. '02 Special	1	Supports the opposition of any U.S. attack on Iraq and requests that the Select Board transmit this resolution to our congressional delegation.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '03 Annual	17	Seeks the revocation and elimination of provisions of the USA PATRIOT Act, the Homeland Security Act, and other Executive Orders that are deemed to diminish civil liberties.	Resolution was posted in public places and sent to the Norfolk County D.A., State Police, Town's legislative delegation, State Attorney General, Governor, local U.S. Attorney, the U.S. Attorney General, and President of the U.S.
May '05 Annual	25	Calls for children's welfare organizations to be informed and for Town groups to explore raising awareness about corporal punishment of children.	The resolution was widely publicized.
Nov. '05 Special	29	Supports the construction and implementation of a plan to withdraw troops from Iraq.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.
May '06 Annual	30	Supports the improvement of the Gateway East Area.	The Town continues to support the Village Square Project (formerly called Gateway East). Design plans have been submitted to the state, and construction is planned for approximately 2016.
Nov. '06 Special	26	Reaffirms the Town's commitment as a Sanctuary Town, endorses the platform of the Keep Our Families Together Campaign, calls upon the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement to issue a moratorium on immigration raids until Congress comes to an agreement on comprehensive immigration reform and urges the U.S. Senate to defeat HR 4437 and urges the President to veto any such legislation.	A copy of this resolution was sent to the Massachusetts Congressional delegation and to the President of the U.S.
Nov. '06 Special	28	Urges that at least 50% of Town committee meetings should be held in the evening.	Notification of the resolution was sent to all Boards and Commissions.

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Nov. '07 Special	23	Support Statewide Legislation to Encourage the Purchase of Fuel-Efficient Vehicles.	Representative Frank Smizik filed legislation at the state level.
May '08 Annual	30	Urges the Town and the unions to proceed with good faith negotiations for joining the Group Insurance Commission (GIC) and resolve further that future consideration of appropriations for labor agreements take into account the status of efforts to opt into the GIC.	The Town and the union Public Employee Committee reached an agreement to switch to the state Group Insurance Commission effective July 1, 2010.
May '09 Annual	28	Recognizes the tenth anniversary of the Brookline-Xi'an China Exchange Program.	Through this resolution, the Town of Brookline acknowledged the valued friendship between the people of Xi'an and the people of Brookline.
Nov. '09 Special	5	Asks the Select Board and other Town officials to work diligently with appropriate State officials in order that the reconstruction of the Carlton Street Footbridge includes suitable handicap-accessible features.	The Carlton Street Footbridge Rehabilitation project is formally included on the Commonwealth's Transportation Improvement Program (TIP) for project funding starting in Federal Fiscal Year 2016.
Nov. '09 Special	15	Encourages the Town to gradually increase the Select Board's stipend and encourages the Advisory Committee to review the stipends and make recommendations for adjustments.	The Select Board's stipends for FY16 reflect the FY11 increase voted on at the May, 2010 Annual Town Meeting.
Nov. '09 Special	16	Urges the Advisory Committee and Board of Select Board to give serious consideration to the other funding and cost containment recommendations of the OPEB Task Force for managing and controlling the Town's retiree health care costs.	The FY16 Financial Plan increased funding from the General Fund to \$3.2M and includes \$281K from assessments of grants and special revenue funds.
Nov. '09 Special	17	Calls on the U. S. Conference of Mayors and President of the United States to commence negotiations for a verifiable treaty to eliminate nuclear weapons, and calls on the Selectman to send a message of support for these negotiations to the President of the United States, and to our members of Congress.	Through this resolution the Town expressed support for the work of President Obama and the over 3,000 mayors worldwide who have committed their cities to the effort to abolish nuclear weapons.
May '10 Annual	17	Urges the Select Board to establish an annual town-wide commemoration of Martin Luther King, Jr. Day and to report annually on progress toward realizing the vision of Dr. King.	The MLK Celebration Committee planned another successful event. The Human Resources Director presented the third annual Diversity report to the Board in April 2013.
May '10 Annual	18	Urges the Select Board to establish a committee tasked to examine the suitability of a bicycle sharing program for Brookline.	The summer of 2014 was Brookline's third year as a member of the Hubway regional bike system.
May '10 Annual	19	Encourages the consideration of birds when designing building projects and when lighting buildings at night.	The Parks and Open Space Division web site contains links to resources promoting bird-safe building designs in support of this Resolution.
Nov. '10 Special	19	Intended to poll Town meeting on their preference for the current Town Meeting schedule or to hold Town Meeting on two non-consecutive evenings per week.	The schedule for the May, 2011 Town Meeting was determined when the Moderator took a motion to adjourn on the first night.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov. '10 Special	20	Asks the Transportation Board to adopt standards regarding a right turn on red and report their progress to Town Meeting as expeditiously as possible.	The Transportation Board has completed a review of all known "no turn on red" restrictions under town jurisdiction. Reports and a summary of action table are available in the No Turn On Red folder in the Transportation files located at www.brooklinema.gov/transportation . Work orders for all approved sign removals and installations are being processed by the DPW.
Nov. '10 Special	21	Requests the suspension of the sale and/or serving of veal products to the public within the Town of Brookline.	The resolution was widely publicized.
May '11 Annual	18	Urges the Town to honor Governor and Mrs. Dukakis with recognition appropriate to their accomplishments and urges the Select Board to appoint a committee to make a recommendation to be brought to the 2012 Annual Town Meeting.	The Dukakis Recognition Committee submitted a report with their recommendations to the November, 2012 Special Town Meeting.
May '11 Annual	19	Urges the Transportation Board to assess and evaluate its current Traffic Calming Policy and Procedures	At their July, 2012 meeting the Transportation Board adopted a new Traffic Calming Policy & Procedures.
May '11 Annual	21	Urges the Select Board to coordinate with other Norfolk County communities to seek a remedy to the inequities in the current county structure, petition the delegation to study the issue and report on progress before September 15, 2011.	The Interim Report on the Norfolk County was discussed and accepted by the Board in September, 2011. The County Commissioners have proposed legislation which would change the way the county is funded. The Board continues to discuss this issue with the County Manager, State Representatives and various other municipal and county officials.
Nov. '11 Special	14	Urges the Town to modify, relocate or retrofit the new multi-space meters.	The Town Administrator formed a Parking Meter Task Force that was charged with evaluating the new multi-space meters installed in various commercial areas of the Town. A series of changes have been made to improve the system, including the replacement of the curbside multi-space meters with single-space meters that accept credit cards. In addition, the multi-space meters remain in the parking lots but were converted to a "pay by space", thereby eliminating the need to return to your vehicle to place the receipt on the dashboard.
Nov. '11 Special	15	Urges the Health Department and Park and Recreation Commission to continue the coordination and monitoring of use of playgrounds by day care centers to address any systemic problems that are observed.	Town agencies are formally monitoring park use this spring and summer and will report results back to the Park and Rec Commission.
Nov. '11 Special	16	Intended to poll Town meeting on their preference for the current Town Meeting schedule or to hold Town Meeting on two non-consecutive evenings per week for the Annual Town Meeting schedule only.	The schedule for the May, 2015 Annual Town Meeting calls for two non-consecutive evening meetings (Tuesday / Thursday).
May '12 Annual	27	Acknowledges with profound regret the enslavement of Native-Americans and African-Americans and the exploitation of slave labor by this Town, within this Town, and amongst the citizens of this Town.	The Town Clerk distributed copies of this resolution to the public libraries and schools in Town and posted this resolution on the Town's website.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '12 Annual	28	Requests the Board to direct the Town Administrator to create a Task Force on Clean Construction examining the desirability and possibility of the Town enacting clean construction and compliance standards. Asks the Committee to submit a report to the 2013 Annual Town Meeting.	The Task Force submitted a report with their recommendations to the May, 2013 Annual Town Meeting.
May '12 Annual	29	Calls for the United States Congress to pass a constitutional amendment to overturn the United States Supreme Court's decision in Citizens United v. Federal Election Commission	The Town Clerk sent copies of the resolution to the President of the United States, the Governor of the Commonwealth of Massachusetts, Brookline's congressional and state legislative delegations, The Boston Globe and the TAB.
Nov. '12 Special	7	Asks the Town to support the concept of state-wide pre-foreclosure mortgage mediation under appropriate circumstances.	Through this resolution the Town expressed support for state-wide pre-foreclosure mortgage mediation.
Nov. '12 Special	15	Asks the Select Board to work with the Building Commission to establish a committee, the purpose of which is to study the potential costs and benefits, including non-financial costs, of making Town-owned roofs "solar-ready"	The Solar Roof Study Committee presented a Solar PV Check List which was adopted by both the Building Commission and Select Board to be used to assure that all potentially relevant capital projects include a solar assessment as part of their design process.
Nov. '12 Special	16	Calls on our US Senators and Representatives to oppose further funding of the war in Afghanistan except as needed to bring our troops safely home, reduce overall military spending and support federal funding for Iraq and Afghanistan war veterans.	Copies of the resolution were sent to the President, Secretary of Defense, Secretary of State, Governor Patrick, all U.S. senators and representatives from Massachusetts, and the Brookline TAB and major Boston-area newspapers, television stations and radio stations.
May '13 Annual	22	Asks the that funds be included in the FY 15 budget that would support a professional engineering study of the costs and benefits of upgrading Town-owned traffic signals, controllers, and associated equipment along Beacon St. (the C line) to allow for the prioritization of MBTA trolleys.	Funding for a consultant to study Transit Signal Prioritization was included in the proposed FY2015-FY2020 CIP and is currently under review by the Advisory Committee.
May '13 Annual	23	Asks Town Meeting to adopt a resolution in opposition to transportation fueled by high impact fuels such as those from refineries using feed stocks from Canadian Tar Sands.	A copy of this resolution was sent to the President of the United States, US Secretary of Energy, Massachusetts State Congressional delegation, Governors of Maine, Massachusetts, New Hampshire, and Vermont, CEO of Portland Pipeline Corporation, CEO of Montreal Pipeline Limited, CEO of Enbridge Incorporated, Prime Minister of Canada, and the Provincial Premiers of Canada.
Nov. '13 Special	16	Calls for the Select Board to make appointments to the Human Relations-Youth Resources Commission (HR/YRC).	The Select Board made appointments in January, 2014 and the May, 2014 Annual Town Meeting warrant includes a proposed reorganization of the Commission.
Nov. '13 Special	17	Opposes unilateral United States intervention in the Syrian conflict.	A copy of the resolution was sent to President Obama and to Brookline's congressional delegation.
Nov. '13 Special	18	Urges the Select Board not to increase beyond current levels the hours of operation of the general police surveillance cameras funded by the Department of Homeland Security.	The hours set in the Select Board's vote from January, 2010 remain in effect.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
May '14 Annual	27	Asks the Select Board to honor the memory of deceased veterans who were residents of Brookline	The Director of Veterans Services set up the honor flag program. The first ceremony honoring deceased veteran William McCarthy will be held on April 6, 2015. There is a second request to honor a WWII Battle of the Bulge veteran.
May '14 Annual	28	Calls for the deployment of enforcement officers in business districts beginning in the fourth daylight hour after snowfalls to enforce the Town's snow removal by-law. The specific portion of that by-law is Section 7.7.1, which requires owners of commercial property make sidewalks non-slippery suitable for pedestrian travel within the first three hours between sunrise and sunset after the snow and ice has come upon such sidewalk.	The Town Administrator assembled a taskforce to analyze and resolve some of the important issues of keeping sidewalks clear of snow and ice. Due to their diligence, the taskforce was able to propose several changes to the Bylaw that would increase penalties, provide for the posting and notification of each compliance period, and allow for delays in enforcement due to extreme circumstances.
Nov. '12 Special	15	Asks the Select Board to work with the Building Commission to establish a committee, the purpose of which is to study the potential costs and benefits, including non-financial costs, of making Town-owned roofs "solar-ready"	The Solar Roof Study Committee presented a Solar PV Check List which was adopted by both the Building Commission and Select Board to be used to assure that all potentially relevant capital projects include a solar assessment as part of their design process.
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May '14 Annual	30	Raises the issue of obstetric fistula, a medical condition that occurs from a prolonged obstructed labor where the baby gets stuck in the birth canal, compressing the tissue so no blood gets to it, causing it to die.	Town Clerk submitted this resolution to Congressmen Keating and Kennedy and Senators Edward Markey and Elizabeth Warren.
May '14 Annual	31	Calls on the Town to affirm its support for the prohibition of discrimination or harassment on the basis of gender identity and gender expression in employment, housing, public accommodations, credit and lending, and public education.	The general By-laws were amended to reflect the goal of the Resolution an offered at the 2014 Special Town Meeting.
May '14 Annual	32	Asks the Town to urge the Massachusetts Legislature to enact Senate Bill (SB) 1225, An Act Relative to Public Investment in Fossil Fuels, or a successor bill with substantially the same content. SB1225 would require the Commonwealth's Pension Reserves Investment Management (PRIM) Board to fully divest its direct holdings in fossil fuel companies over a five-year period.	The Town has divested for fossil fuels of all Town scholarship and special revenue funds.
Nov '14 Special	16	Recommends that the transportation board and any other boards or committees reconsider changes to the taxi license regulations and the expected revenue for the Town from the sale of medallions.	The Transportation Board is considering new regulations to improve the closed license system that currently exists.
Nov '14 Special	17	Relates to the Town's project to convert all street lighting to LEDs in order to lower costs and to decrease the carbon footprint of the Town	The Engineering Division continues to move forward with its LED lighting replacement program.
Nov '14 Special	18	Seeks support for the Massachusetts Domestic Worker's Bill of Rights that was enacted this past summer.	Through this Resolution the Town expressed support of the Massachusetts Domestic Worker's Bill of Rights.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov '14 Special	19	Calls for the Town to oppose the Northeast Energy Direct Project of the Tennessee Gas Pipeline and all similar projects that may be later proposed. It also asks for an affirmation that there is a need for public policy at the local, state and federal levels to encourage renewable energy and combat climate change and to support legislation to ban or impose a long-term moratorium on hydraulic fracturing.	The Town Clerk sent a copy of this resolution to the Town's state and federal legislative representatives, the Governor, Massachusetts Secretary of Energy and Environmental Affairs, and Federal Energy Regulatory Commission. The issue is being debated.
May '15 Annual	17	Urges the Select Board to Support Changes to the Affordable Housing Law Mass G.L. c. 40B.	The Town's Housing Production Plan is now underway.
May '15 Annual	18	Request the Select Board study and consider use of Eminent Domain for two green space buffer zones along Russett and Beverly Road	The Select Board formed a Committee and submitted a report to the Fall Town Meeting.
May '15 Annual	19	Urges town-wide elected officials, state representatives and state senator to actively oppose Boston 2024's Olympics bid.	Town Clerk notified elected officials of this Resolution.
Nov '15 Special	14	Select Board to increase the Use of Electricity from Renewable Sources of Energy Using a Community Choice Aggregation Plan	Town is working to regulate power through procurement with Metropolitan Area Planning Commission (MAPC) with a completion date of January 2017.
Nov '15 Special	15	Concerns the exercise of Eminent Domain in Hancock Village.	The Select Board formed a Committee and reported to the Fall Town Meeting.
Nov '15 Special	16	Urges that Brookline to express its support for a moratorium on all high-stakes use of standardized test and call on state and federal officials to immediately adopt said moratorium	The Town Clerk sent a copy of this resolution to the President of the United States, Massachusetts Congressional Delegation, Governor, Secretary of Education, Board of Elementary and Secondary Education, President of the Senate, Speaker of the House of Representatives members of the Joint Committee on education and the Brookline delegation to the General Court.
Nov '15 Special	17	Urges the Town of Brookline to call on federal and Massachusetts agencies to deny permits for the Northeast Direct natural gas pipeline proposal and the Access Northeast natural gas pipeline proposal and call on federal and Massachusetts agencies to reject investment in the Access Northeast project proposed by Eversource and National Grid and to deny their consideration for setting electricity rates.	The Select Board sent a copy of the Resolution with the explanation of the Article and Federal Docket numbers to Governor Baker, Attorney General Healy Secretary of the Energy and Environmental Affairs Matthew Beacon, Commissioners of Public Utilities, Secretary of the Department of Public Utilities, Energy Facilities Board of Director Andrew Greene, Senator Cynthia Creem; the Brookline delegation to the General Court; President Obama; Secretary of Energy Ernest Moniz, to Federal Energy Regulatory Commissioners; and the Brookline Congressional delegation.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov '15 Special	18	Urges the Town to commit to achieving the goal of having all school and town departments at all grade levels reflect the 23% of Brookline residents who are Black, Latino, Asian and other people of color.	Following the passage of the resolution in November 2015, the Diversity Inclusion and Community Relations Commission (DICRC) has been working in collaboration with the Office of Diversity Inclusion, Community Relations Office Human Resources to provide better analytics for employee and applicant demographics and to consider ways to work with the Town and School departments to reflect the our Brookline residents who are Black, Latino, Asian and other people of color.
May '16 Annual	17	Establishing the need for an exception system for accommodations for the new Hybrid Pay as You Throw Waste Collection System.	Program is going to be implemented in May 2017. Incorporated a size and exception program into the Hybrid Pay as You Throw Waste Collection System.
May '16 Annual	18	Plaque at the site of the former St. Aidan's Church	A new plaque was installed at the site of the former St. Aidan's Church.
May '16 Annual	19	Honor Roland Hayes with a plaque at his former residence.	Plaque was installed and dedicated in June 2016.
May '16 Annual	20	Calling for an end to the US economic, commercial and financial embargo against Cuba.	The Select Board sent a copy of the Resolution with the explanation of the Article to Representative Joseph P. Kennedy III.
May '16 Annual	21	Affirming Brookline's Commitment to Solar Electricity.	The Select Board sent a copy of the Resolution with the explanation of the Article to Governor Charles Baker, Attorney General Maura Healey, Massachusetts Senate President Stanley Rosenberg, Speaker of the Massachusetts House Robert DeLeo, Secretary of Energy and Environmental Affairs Matthew Beaton, Commissioners of Public Utilities Angela O'Connor, Jolette Westbrook and Robert Hayden, Secretary of the Department of Public Utilities Mark D. Marini, Energy Facilities Siting Board Director Andrew Greene, Senator Cynthia Creem, Representatives Edward Coppinger, Michael Moran, Jeffrey Sanchez and Frank Smizik.
May '16 Annual	22	Urging rejection of free trade deals containing ISDS.	The Select Board sent a copy of the Resolution with the explanation of the Article to the President of the United States; the Massachusetts delegation to the U.S. Senate and House of Representatives; and the Brookline delegation to the Massachusetts Legislature on behalf of the entire Town Meeting.
Nov '16 Special	18	Electrical Vehicle Charging Stations and the Massachusetts Electrical Code	Electrical Vehicle Charging Station Sub-Committee of the Select Board's Climate Action Committee met and developed a report for the 2017 Annual Town Meeting (in combined reports). Concluded that amendments were needed for the Transportation Access Plan and Zoning By-Laws, creation of best practices, and pursuit of funding; among other conclusions.

TOWN MTG.	ART #	RESOLUTION SUMMARY	ACTIONS TAKEN
Nov '16 Special	24	Administration of Leaf Blower by-law, specifically concerning the staffing within DPW concerning enforcement.	DPW is looking to revamp how the department internally manages leaf blower by-law violations. Increased attention will be put forth by the Department to help facilitate the enforcement of the by-law in Article 23 of the November 2016 Special Town Meeting.
Nov '16 Special	32	Funding requests to defend the Town's planning interest before the Housing Appeals Committee	The Town has kept a close watch of current costs associated with 40B projects. Town Counsel's budget has been deemed sufficient to defend the Town's interests regarding 40B projects.
Nov '16 Special	33	Senior Tax Relief Committee	Committee formed and will present report to November 2017 Special Town Meeting.
Nov '16 Special	34	Brookline Village Parking Lot air rights for affordable senior housing.	Select Board have established a committee on the topic and the committee is currently meeting. The Committee has received a grant from Mass Housing Partnership.
May '17 Annual	20	Commitment to the Paris Agreement of 2015 (concerning climate change).	File the 2012 Climate Action Plan as amended in 2015 with the proper groups. Climate Action Committee tasked with further actions.
May '17 Annual	22	Fully engage with the GARE implementation process with municipal departments and the community.	Select Board has assigned the additional training and implementation of the GARE process to DICR.
May '17 Special	1	Urging for the investigation whether sufficient grounds exist for the impeachment of President Donald J. Trump.	Letters concerning the resolution were sent to Members of the United States House of Representatives that represent the Town.
Nov '17 Special	20	Gender neutral language required for future documents and communications.	Select Board has changed all letterhead, signage, and communications representing the gender neutral language of the Board.
Nov '17 Special	20	Indigenous Peoples Day creation.	Select Board are working towards the creation of an Indigenous Peoples Day Committee.
Nov '17 Special	22	Criminal Justice Reform needed from the State.	Select Board has communicated the resolution to legislators, statewide elected officers, and the Norfolk County District Attorney.

GENERAL GOVERNMENT

Town Clerk

Patrick Joseph Ward

On Tuesday, May 2, 2017, the Annual Town Election was held. Polling Places were open from 7:00 A.M. to 8:00 P.M. A total of 5,881 of the 36,155 eligible registered voters in the Town, or 16.2%, participated in the Annual Town Election.

On Tuesday, May 23, 2017, at 7:00 P.M., Town Meeting Members convened for the Annual Town Meeting, held at Brookline High School's Roberts-Dubbs Auditorium, adjourned to Wednesday, May 24, 2017 and dissolved on Tuesday, May 25, 2017 at 9:28 P.M., in order to complete the business of the twenty-three article Warrant. Significant actions taken at the Annual Meeting included the approval of the FY2018 budget with total appropriated expenditures of \$264,597,609 for the Town of Brookline, including, but not limited to, the following special appropriations:

- \$120,000 for making improvements to the Data Room in Town Hall;
- \$120,000 for the enhancement of Town-wide hardware and software;
- \$50,000 for the rehabilitation of Fire Department apparatus;
- \$625,000 for the replacement of Fire Engine #6;
- \$280,000 for extraordinary repairs to Fire Stations;
- \$71,000 for the purchase and installation of Personal Protective Equipment (PPE) washers and dryers for the Fire department;
- \$646,500 for traffic calming studies and improvements;
- \$33,000 for bicycle access improvements;
- \$161,040 for the purchase of parking meters;
- \$333,663 for the modernization of the Carlton Street/Monmouth Street traffic signal;
- \$1,670,000 for the rehabilitation of streets;
- \$312,00 for the rehabilitation of sidewalks;
- \$240,000 for Municipal Service Center site improvements;
- \$40,000 for the structural evaluation of the Davis Path Footbridge;
- \$300,000 for stormwater improvements;
- \$300,000 for improvements to the water system;
- \$70,000 for the design of the renovation of Murphy Playground;
- \$305,000 for the renovation of playground equipment, fields, and fencing;
- \$150,000 for the rehabilitation of Town and School grounds;
- \$230,000 for the removal and replacement of trees;
- \$90,000 for School furniture upgrades;
- \$75,000 for ADA renovations to Town and School facilities;
- \$475,000 for improvement to elevators in Town and School facilities;
- \$75,000 for energy conservation projects in Town and School facilities;
- \$125,000 for upgrades to energy management systems in Town and School facilities;
- \$215,000 for improvements to life safety systems and building security in Town and School facilities;
- \$100,000 for minor renovations and upgrades to school buildings;
- \$400,000 for HVAC system improvements at the Driscoll School;
- \$995,000 for the expansion of classroom capacity in various schools;
- \$1,500,000 for a feasibility study and schematic design services for a 9th School to be expended prior to a MSJC decision on Smith v. Westfield;
- \$2,200,000 for the renovation of Brookline Reservoir Park;

Other actions taken at the Annual Meeting included:

- established that the number of Measurers of Wood and Bark be two and to be appointed by the Select Board;
- approved the collective bargaining agreement for AFSCME Council 93, Local 1358 AFL-CIO, AFSCME Traffic Supervisors, for fiscal years FY2017, and FY 2018, with total roll out costs of \$88,220;

- approved the collective bargaining agreement for the Teamsters, Local 25, Emergency Telecommunications Dispatchers, for fiscal years FY2017 and FY2018, with total roll out costs of \$89,457;
- authorized the Town Treasurer, with the approval of the Select Board, to enter into Compensating Balance Agreements for FY2018;
- established an additional property tax exemption for FY2018, in accordance with Section 4 of Chapter 73 of the Acts of 1986;
- amended the FY2017 budget by transferring \$1,000,000 from the declared surplus in the Overlay Account to the Reserve Fund;
- voted to supplement each prior authorization vote of the Town, pursuant to Chapter 44, Section 20 of the General Laws, that the premium received by the Town on the sale of any bonds or notes, less any payments necessary for the costs of issuance, may be applied to pay project costs, and the amount authorized to be borrowed shall be reduced by any such premium;
- adopted a new General By-law amending campaign finance reporting for Brookline municipal elections, by reducing the detail of reporting, reducing it to single pre-election report, and extending the reporting requirement to all Town-wide candidates and ballot Question Committees;
- adopted a new General By-Law clarifying and updating the role of the Brookline Commission on Disability;
- amended General By-Law, Article 8.23 -Tobacco Control, by limiting the issuance of new permits for the sale of tobacco products to current holders of such permits, with certain restrictions;
- amended Section 2.18 – “R” Definitions, and Section 4.07 – Table of Use Regulations, of the Zoning By-Laws, to establish a moratorium on Recreational Marijuana;
- amended Section 7.08 – Design Review, of the Zoning By-Laws, to allow a delegated authority to administratively approve an application for a proposed sign following specific design guidelines adopted by the Planning Board;
- authorized the Select Board to enter into a lease for rooftop space on the Runkle School building for the purpose of installing solar panels;
- accepted an easement over a portion of land located 1180 Boylston Street in order to restore pedestrian sidewalk access to a minimum of ten feet wide;
- accepted Chapter 90, Section 17C of the General Laws, allowing municipalities to establish a speed limit of 25 miles per hour on any roadway inside a thickly settled or business district that is not a state highway;
- accepted Chapter 90, Section 18B of the General Laws, allowing municipalities to establish safety zones which will be posted as having speed limits of 20 miles per hour;
- resolved that the Town of Brookline commit to adhering to the Paris Agreement of 2015, developing a revised climate change plan, and educate citizens about the danger of climate change;
- resolved that the Town of Brookline establishes energy efficient goals and minimum standards for constructing the 9th elementary school, in order to promote a significant advance toward a “net zero energy” for Brookline’s schools;
- resolved that the Town of Brookline participate more fully in the Governmental Alliance on Race and Equity (GARE); and
- resolved that Brookline Town Meeting supports the passage of S.1551 – “An Act Relevant to Regional Transportation Ballot Initiatives” and supports the use of any and all incremental Brookline revenue associated with the act, to fund additional pedestrian, bicycle and mass transportation infrastructure;

At the Annual Town Meeting, Moderator Edward N. Gadsby, Jr. asked for a moment of silence while Town Clerk Patrick Joseph Ward read the final roll call for Town Meeting Members who had died since the previous Annual Meeting:

HONOR ROLL

David L. Bachrach
1969 - 1988

Gordon F. Lupien
1974 - 1977

Robert I. Sperber
2001 - 2016

Frank W. Farlow
1990 - 2016

Eleanor Myerson
1957 - 1990

Dorothy M. Ward
1990; 1993 - 2003

Marcia M. Heist
1997 - 2006

J. Rosson Overcash
1963 - 1969

~Requiescat in Pace~

On Tuesday, May 23, 2017, at 8:00 P.M., Town Meeting Members convened for a Special Town Meeting, held at Brookline High School's Roberts-Dubbs Auditorium. It was adjourned to Thursday, May 25, 2017 and dissolved at 9:56 P.M., in order to complete the business of the one article Warrant. The significant action taken at the Special Town Meeting was the following:

- resolved that Brookline Town Meeting call upon the United States House of Representatives to support a resolution authorizing and directing the House Committee on the Judiciary to investigate whether sufficient grounds exist for the impeachment of Donald J. Trump, President of the United States

On Tuesday, May 23, 2017, at 8:30 P.M., Town Meeting Members convened for a Special Town Meeting, held at Brookline High School's Roberts-Dubbs Auditorium. It was dissolved at 10:05 P.M., in order to complete the business of the one article Warrant. The significant action taken at the Special Town Meeting was the following:

- appropriated \$1,850,000 for the phase two feasibility and schematic design related to the off-site building expansion of the High School

On Tuesday, November 14, 2017, at 7:00 P.M., Town Meeting Members convened for a Special Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium, adjourned to Wednesday, November 15, 2017, and dissolved at 10:55 P.M., in order to complete the business of the twenty-three article Warrant. Significant actions taken at the Special Meeting included:

- amended the FY2018 budget by appropriating \$340,000 for Singletree Tank improvements; \$320,000 for Singletree Gatehouse improvements; and \$50,000 to implement Traffic Signal Prioritization on the MBTA's Green Line;
- authorization for the Select Board to purchase by gift, eminent domain, or otherwise, in fee simple, a parcel of land located at 111 Cypress Street, for general municipal purposes, included but not limited to, the expansion of the High School;
- authorization for the Select Board to petition the Legislature to increase the amount of qualifying income for Brookline's Senior Real Estate Tax Deferral Program;
- authorization for the Select Board to reduce the interest rate charged on real property tax deferrals for qualifying seniors who participate in the Brookline Senior Tax Deferral Program;
- acceptance of Section 3D of Chapter 60 of the General Law, thereby establishing a taxation aid committee and aid to the elderly and disabled taxation fund;
- authorization for the Select Board to petition the Legislature to grant 35 additional licenses for the sale of alcohol to be drunk on the premises and 5 additional licenses for the sale of wines and malts to be drunk on the premises;
- amended various General and Zoning By-Laws by changing the name of the Select Board to the Select Board and Select Board to Select Board Members;
- resolved to change the name of the Select Board to the Select Board and Select Board to Select Board Members and to encourage Town municipal officers, boards, committees, and commissions, to strive to use gender-neutral language where appropriate and practicable;
- resolved that the Select Board establish the second Monday of October to be commemorated as Indigenous Peoples Day in Brookline; that the Select Board establish an Indigenous Peoples Day Celebration Committee to develop, implement and identify resources for the commemoration of Indigenous Peoples Day; and that the Brookline Public Schools, local businesses and organizations be encouraged to recognize and observe Indigenous Peoples Day;
- resolved that Brookline Town Meeting recognize the work of Brookline resident John Wilson and support the installation in Town Hall of his sculpture of the head of the Reverend Dr. Martin Luther King, Jr.;
- resolved that Brookline Town Meeting support meaningful state legislation for sentencing reform and diversion;

On Tuesday, November 14, 2017, at 7:30 P.M., Town Meeting Members convened for a Special Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. It was adjourned to Wednesday, November 15, 2017, and dissolved at 10:57 P.M., in order to complete the business of the one article Warrant. No actions were taken.

On Tuesday, November 14, 2017, at 8:00 P.M., Town Meeting Members convened for a Special Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium. It was dissolved at 8:53 P.M., in order to complete the business of the one article Warrant. The significant action taken at the Special Meeting was the following:

- re-appropriated up to \$1,000,000 as follows: \$300,000 for further site evaluations, including legal services for the Baldwin/Pine Manor site and feasibility studies, including legal services for alternate sites which shall include, but not be limited to Pierce School and Baker School; \$400,000 for further a feasibility study; and an additional \$300,000 for a feasibility study for a multi-site solution, should one be chosen.

The Office of the Town Clerk, in 2017, recorded 580 births, pending final returns from other communities, resulting in a decrease of 22 births from the previous year. There were 7 adoptions and 8 amendments recorded. The office also recorded 352 deaths, pending final returns from other communities, resulting in a decrease of 5 deaths from the previous year. There were 7 amendments filed. The office also recorded 354 marriage intentions, a decrease of 59 marriage intentions from the previous year, and 357 marriages licenses, a decrease of 40 marriage licenses from the previous year. There were no amendments. The office posted 1,242 public meeting notices, in accordance with the Open Meeting Law, resulting in a decrease of 327 from the previous year. There were 2,407 dogs licensed in 2017, a decrease of 222 from the previous year. Of those 2,407 dogs licensed in 2017, 1,151 were also licensed in the Green Dog Program, a decrease of 212 dogs from the previous year. There were 134 non-resident licensees who participated in the Green Dog Program, a decrease of 19 from the previous year. There were also 1 Resident Commercial Dog Walker License, 9 Two-Day Guest Passes and 2 Weekly Guest Passes issued for the Green Dog Program during 2017.

Total 2017 revenues collected by the Office of the Town Clerk were \$138,048, a decrease of \$2,439 from 2016 revenues.

Registrars of Voters



*L-R: Andrew J. McIlwraith, Margaret C. Maguire,
Assistant Town Clerk Linda Golburgh,
and Town Clerk Patrick Joseph Ward*

The Board of Registrars of Voters is a four-member board whose responsibilities include registering voters, creating a local listing of residents, certifying nomination papers and petitions, processing absentee voter applications and administering elections and any necessary recounts or challenges. The Town Clerk serves as an Ex Officio member of the Board of Registrars of Voters. The Democratic Registrars are Town Clerk Patrick Joseph Ward and Assistant Town Clerk Linda G. Golburgh, who serves as Chair. The Republican Registrars are Andrew J. McIlwraith and Margaret C. Maguire. In 2017 the Board of Registrars of Voters administered and supervised the May 2, 2017 Annual Town Election. The Board of Registrars of Voters registered 2,178 new active registered voters, a decrease of 5,419 from 2016, inactivated 6,476 active registered voters, an increase of 5,204 from 2016, and amended 21,854 affidavits of voter registration for changes of status, party and address, including deletes, a decrease of 4,111 from 2016. The Board of Registrars of Voters mailed 8,244 confirmation notices, an increase of 3,040 from 2016, and inactivated 6,476 active registered voters, an increase of 5,204 from 2016. The Board of Registrars of Voters also processed 287 absentee ballot applications, a decrease of 5,339 from 2016 and certified 916 signatures for nominations and petitions,

a decrease of 8,467 from 2016. The Board of Registrars of Voters published the 2017 Street List of Persons Seventeen Years of Age and Older and established a total population of 48,819, an increase of 1,517 from 2016. Of this population, 35,605 were registered voters, a decrease of 427 from 2016, of which 27,815 were Active and 7,790 were Inactive.

Political Parties and Designations

Democrat*	17,294
Unenrolled	16,155
Republican*	2,259
United Independent Party	200
Green Rainbow	40
Libertarian*	35
American Independent	9
Conservative	7
Green Party USA	6
MA Independent Party	5
Socialist	6
Interdependent 3 rd Party	3
Working Families	3
We the People	2
Pizza Party	2
Natural Law Party	1
Prohibition Party	1
Pirate Party	1

* Recognized Political Party

Town Counsel

Joslin H. Murphy

The Town of Brookline's legal team includes Town Counsel Joslin H. Murphy, First Assistant Town Counsel Patricia Correa, Associates Town Counsel John Buchheit and Jonathan Simpson and paraprofessional staff including Senior Paralegal Kerry Fleming, Paralegal Tracey Michienzi, and Senior Clerk Jane Tavolieri.

The Legal Department represents the interests of the Town in a multitude of complex and diverse legal issues, including: the defense of civil actions alleging civil rights violations, employment discrimination, breach of contract, school related matters, employment disciplinary appeals, personal injury and property damage cases, land use and zoning appeals and tax assessment appeals. The team routinely provides support services for the Town's departments in a broad range of matters including issuing legal opinions to Department Heads, Town officials and employees; contract drafting and review; assisting in personnel related matters; and responding to public records requests and subpoenas. Legal representation is also provided for Town departments, boards, commissions, and employees in claims arising from employment disputes. They regularly assist Town officials and departments and citizens in the preparation of warrant articles for Special and Annual Town Meetings, drafting notices and votes for the Town's Boards and Commissions, and attending meetings of the Select Board and bi-annual Town Meetings.

In addition to supporting the attorneys with litigation preparation and project assistance, the paraprofessional staff are responsible for handling such matters as: pursuing actions against tax-delinquent properties at the Land Court; filing Proof of Claims at the Bankruptcy Court to ensure that any outstanding debts owed to the Town are protected; managing the extensive volume of claims that are filed against the Town, pursuant to Massachusetts General Laws Chapters 84 and 258; assisting Town Departments in recovering monies owed to the Town for damage to Town property, and in the collection of unpaid fees; actively pursuing the recovery of money expended by the Town for medical expenses of police and fire department personnel who are injured in the line of duty by negligent third parties; responding to inquiries from the public; and providing assistance to other departments on various matters. The office also continues to work with the Town's Licensing Review Committee ("LRC"), aiding in research of applicable laws, regulations, as well as drafting new regulations and updating existing regulations as needed.

2017 was again an extraordinarily busy year for the Legal Department. This year's accomplishments include:

- Participation in the negotiation, drafting and presentation of the Hancock Village Master Plan and attendant warrant articles and development agreements.
- Provided guidance to the Select Board, License Review Committee, and various Town departments on the development of recreational marijuana dispensary regulations.
- Won the dismissal of a school enrollment termination lawsuit in the First Circuit Court of Appeals.
- Successfully defended the Town against an NRA-funded lawsuit in the United States District Court challenging the Police Chief's authority to restrict gun licenses.
- Provided guidance to several Town Departments on the implementation of the Municipal Modernization Act.
- Substantially completed a collection of Town owned real property acquisition records.
- Successfully defended the Town in multiple litigation matters, including personal injury and property damage claims, and appeals of Zoning Board of Appeals Preservation Commission decisions.
- Negotiated, drafted and reviewed numerous contracts and other legal documents related to environmental matters; real estate transactions; and substantial project developments.
- Coordinated responses to extensive public records requests related to the site selection for a ninth elementary school.
- Assisted the Town's Records Access Officer with responses to numerous Public Record Requests received by the Town.
- Assisted the Planning and Community Development Department Housing Division in closing loans to create affordable housing units.
- Worked with the Select Board's Office, IT Department, Engineering Division and Purchasing Division to create a uniform license agreement, allowing wireless infrastructure companies to locate in the right of way.
- Continued to provide guidance to Town officials, employees, and Board and Commission members in laws and regulations pertaining to Public Records, Open Meeting law and Conflict of Interest law.
- Provided ongoing guidance and advice to School Department officials and employees.

Human Resources

Sandra DeBow-Huang, Director

The mandate of the Human Resources Office is to develop and administer fair and equitable Human Resources policies for the Town and its employees and to provide a system of Human Resources administration that is uniform, efficient and represents the mutual interest of the Town and employees of the Town. Our duties fall into three broad categories, Personnel Administration for Town personnel, Benefit Administration for Town and Public School employees and Labor Relations. In 2017, the Human Resources Office worked diligently in these areas, with a focus on revising and updating policies, broadening our diverse workforce, and continued efforts to improve and maintain labor relations.

The Human Resources office continues to expand and diversify our recruitment networks to increase the vitality and breadth of our candidate pool. In 2017, Human Resources began the implementation of an online applicant tracking system for the effective recruitment, hiring and onboarding of candidates. This system offers candidates a simple, professional online application process; provides additional recruitment sources to encourage a diverse applicant pool; increases the efficiency of hiring managers and decreases cost per hire. This system gives the Human Resources Office the ability to utilize advanced analytics and reporting functions to develop meaningful recruitment and hiring data. Further, Human Resources continued our partnership with the Professional Diversity Network in support of our diversity efforts and to enhance our Brookline brand as welcoming and inclusive.

The Human Resources Office continues to work closely with Department Heads and the Human Resources Board to address their staffing needs in hiring, reclassification of key positions and the re-organization of job duties. Our efforts focus on strategies which work to support the Department's objectives, but which are mindful of personnel costs. These efforts also include working with Departments to assist them in managing sick leave use and in maintaining case management of injured leave.

State and Federal employment laws are changing at a rapid pace, and the Human Resources Office and the Human Resources Board diligently work to align our policies with these changes. In close collaboration with the Information Technology Department, the Human Resources Office finalized a comprehensive Social Media Policy in 2017. With

the proliferation of smart devices and social media platforms, it was critical to provide clear guidance for employees on the use of social media, data protection, and how to best utilize social media to support the Town's mission to enhance communications with the public.

Also in support of our personnel policies, the Human Resources Office identified new training modules to further develop effective training and development tools. Among the employee trainings conducted this year were specialized topics on employee bantering, interviewing techniques and inclusive language in the workplace. Human Resources also assisted the Office of Diversity and Inclusion in introducing our membership in the Government Alliance on Race and Equity organization to Town and School executive management.

In partnership with the MUNIS Steering Committee, and sub-committee, the Human Resources Office continued to assist in the development of efficiencies with regards to payroll and human resources administrative functions. As a result, recommendations have been developed for Town and School coordination and implementation. These recommendations will assist in best practices with regards to federal and state wage rules and human resources processes.

Human Resources works with seven unions and two sizeable non-union groups, its middle management and Department Heads, to ensure the high standard of rules and procedures to manage its personnel. Within these groups are several non-union groups including, seasonal, temporary and part-time employees. The HR Office continued the roll out of the multi-year project to revise the Classification and Pay Plan for non-union employees which included to clarify the differences between the union and non-union work rules and to ensure consistency and parity among the union and non-union, part-time and full-time groups; all this with an eye toward greater transparency and efficiencies across all groups.

Our partnerships with New England Baptist's Occupational Health Department and our workers' compensation third party administrator are a critical component of controlling personnel costs for workplace injuries. This ongoing partnership allows us to focus on individual case management and to ensure our employees receive a high level of care and treatment. We utilize our partnerships to actively investigate claims, review safety procedures, monitor medical treatment and billing and to ensure our employee's safe return to work. This proactive approach assists in maintaining level expenses despite rising health care costs.

Educating employees on the importance of wellness but also in helping them navigate the complexity of health, life, and dental insurance and pre-tax benefits remains a priority for Human Resources. We continue education on our health care tools, i.e., use of HRAs and FSA and more efficient use of our health insurance plan options, and strive to educate our employees on how to reduce their health care costs, as well as the Town's. In April 2017, as part of the Town's Open Enrollment period, the Human Resources Office held its annual Wellness Fair featuring vendors from the Town's Employee Assistance Program, (EAP), dental provider, cafeteria plan providers (Flexible Spending Account) and local area gyms. Town departments including Recreation and the Public Health Department also participated in the Wellness Fair to help encourage employee wellness initiatives.

Human Resources Board

Human Resources Board is comprised of five Town residents with diverse professional expertise in human resources, including the private sector, public sector, academic, union and non-unionized settings. They provide general recommendations for the Human Resources program on the adoption, modification or elimination of Human Resources policies and adjudicate grievances and complaints under the Human Resources bylaw and provisions of the Town labor contracts.

In 2017 the Human Resources Board continued to support the Human Resources Department in its efforts to develop and administer fair and equitable policies for the Town. Throughout the year the Human Resources Board's regular monthly meetings dealt with a wide span of personnel issues, and it did so judiciously and promptly.

The Human Resources Board heard and ruled on a number of reclassifications and/or creation of new positions brought by the Human Resources Office with the respective Department Heads. This work continues to revise antiquated civil

service titles, to align classifications and pay rates both internally and externally, and to identify talent gaps with regard to succession planning initiatives.

The HR Board also heard grievances regarding workplace disputes that arose during 2017. The Board reviewed each grievance on its own merits, either rendering a decision or recommending that the parties work more diligently to resolve the matter or to come to some settlement. The careful consideration of the grievances that come before the Board has an important effect in maintaining harmonious labor relations between the Town's management and its unionized employees.

The HR Board Policy Subcommittee has maintained its goal of focusing on updating policies and working toward a simple mechanism for employees, both union and unionized, to easily obtain the policies, contracts and rules that establish their rights and responsibilities, as well as training and advancement opportunities in the Town of Brookline.

PUBLIC SAFETY

Police Department

Daniel O'Leary, Chief of Police

Throughout 2017, the Brookline Police Department continued to provide a wide continuum of public services in an effort to reduce crime, increase safety and enhance the quality of life in Brookline. Through proactive policing, intelligent deployment, Department-wide problem solving efforts, advanced training for our officers, increased engagement with the community and the use of a team approach, we continue to see great successes in the prevention and resolution of crime and disorder problems in the community. As you will see highlighted throughout this letter and the enclosed reports, the Brookline Police Department is taking great care to prepare for the wide range of emergencies and threats that could face our community.



Between evolving national trends and local demands, modern police officers are being asked to continually respond to a more diverse array of situations. As you will see from this report, the Brookline Police Department is ready and able to face the challenges that lie ahead.

On November 4, 2016, the Brookline Police Department graduated ten new recruit officers from the Lowell Police Department. During 2017, these recruits, which represent the most diverse class in the Department's history, consisting of four women, two Asian officers and one African American officer, were supervised and evaluated as probationary officers working in the Patrol Division and all successfully completed their year program period.

Notwithstanding the addition of these ten new recruit officers, the Department is operating with 17 vacancies and anticipates additional vacancies from retiring officers over the next year. On March 25, 2017, there was a Police Entrance Exam offered by MA Civil Service for eligible candidates who are interested in a career in law enforcement. This spring, nine student officers will begin the Haverhill Police Academy and we are in the process of hiring potentially ten more to attend an academy later this year. This volume of new recruits is a great opportunity for the Brookline Police Department to hire skilled, caring, dedicated and diverse candidates who can contribute to making our community a better place to live and work.

In May of 2017, the Department suffered a tragic loss with the unexpected passing of Lieutenant June Murphy. Lieutenant Murphy joined the force in 1984. She was the first female Brookline Officer to earn the rank of Sergeant in 2000, and the first female sergeant to earn the rank of Lieutenant in 2003. Lieutenant Murphy played an integral role in the creation of the Massachusetts Association of Women in Law

Enforcement (MAWLE) and had recently launched a partnership with the Girl Scouts of MA to promote law enforcement as a career option to young girls. In March, Lieutenant Murphy planned and hosted the Department's first Female Officers Brunch in honor of National Women's History Month and invited all female officers – past and present to attend. It was a great event and highly attended.

Additionally, this past spring, Lieutenant Murphy initiated the Department's Chief for a Day Essay Contest for 5th graders in Brookline. The Chief for a Day event was scheduled to be held the week after she passed and had to be delayed a few weeks as it would have conflicted with her funeral services. The Chief for a Day winner, Graham Horowitz, spent the day with the Brookline Police – starting with a police escort to the police station, a swearing in by Pat Ward, standing roll-call and making visits to various divisions in the police station. "Chief" Horowitz learned the process of lifting fingerprints, firearm safety, and hosted a Command Staff meeting. He assisted in bike enforcement, and even made an "arrest." We believe Lieutenant Murphy would have been very proud with how the event turned out.

During 2017, the Department participated in many additional community outreach efforts. Working with the Office of Diversity, Inclusion and Community Relations, we helped plan two free community events – the Pre-Spring Community Fling held at Pierce School in February and the Food Truck Friday event held in June at Driscoll School. Both events were attended by hundreds of residents and were a great opportunity for Brookline residents and police officers to come together and enjoy some fun activities! This past summer, the Brookline Police Department Community Service Division held its first Youth Summer Program for rising 8th graders, many for whom this was their own opportunity for some type of camp during the summer. Additionally, Brookline Police Officers participated in many community events such as the Brookline Arts Festival, PorchFest, the JFK Centennial Celebration, the Brookline Village Fair, Brookline Day, as well as numerous walks, runs, spring fairs and spring school activities.

In addition to some great work to build relationships in the community, the Police Department has compiled the crime statistics for the Town of Brookline for the year. In 2017, there were a total of 739 Part A Crimes, up 5.6% from 2016. Part A crimes include murder, rape, robbery, assault, burglary, larceny and motor vehicle theft.

In 2017, there were reductions in every Part A crime other than larceny and motor vehicle theft (and murder of which there has been none since 2007) when compared to 2016. Rapes were down 33% (from 6 to 4), robberies were down 42% (from 12 to 7), assaults were down 3% (from 135 to 131), burglaries were down 6% (from 64 to 60), larcenies were up 11% (from 476 to 527) and motor vehicle thefts were up 43% (from 7 to 10). For 2017, total violent crimes (murder, rape, robbery and assault) are down 7% with 142 this year versus 153 in 2016 and total property crimes (burglary, larceny and motor vehicle theft) are up 9% with 597 this year versus 547 in 2016. In 2017, crime was down 67% from where it was in 1994 and is the second lowest year in that time.

The increase in crime for 2017 can be primarily attributed to thefts, most of which are crimes of opportunity – such as thefts of packages in unlocked foyers, thefts from unlocked motor vehicles and bikes. These thefts are often perpetrated by addicts in need of money to support their habit. Brookline is not immune to the opioid crisis we are seeing across America. In 2017, there were 26 reports of overdoses in Brookline, 17 of which indicated opiate usage. Narcan was administered 14 times and there were three deaths. The Brookline Police Department is part of the National Police Assisted Addiction and Recovery Initiative (PAARI), and we are able to connect people to treatment when they are ready to accept help. In addition to carrying Narcan in our cruisers, we have Overdose Response Kits that have been provided by the District Attorney's Office which can be distributed to overdose patients or their loved ones.

Of the 739 Part A crimes reported in 2017, there were 123 cases cleared by arrest, 80 cleared by court action, 43 cleared exceptionally, 14 closed by completed service, 3 cleared by referral and 1 was closed by other means, resulting in a 36% clearance of crimes for the year. Specifically, 100% of rapes, 57% of robberies, 86% of assaults, 25% of burglaries, 24% of larcenies and 0% of motor vehicle thefts were all cleared by arrest, court action, cleared exceptionally, completed service, referral, or closed. Please note that many of the 739 active cases are still under investigation and may be cleared/closed as a result. Additionally, many prior year cases were cleared/closed during this period as a result of on-going investigations.

During the year, there were 360 arrests made, down 20% from 2016. This volume of arrests is indicative of the great efforts of the officers in the field. Additionally, this decline in arrests corresponds with the decrease in crime and signifies that our efforts to put resources in the areas they will have the greatest impact has been successful. This decline also represents our commitment to divert youth from the criminal justice system when practicable and also to work residents in crisis to get them the help they need. Through our Crisis Intervention Team, we are assigning officers to be “case workers” for people who are struggling with mental illness, drug/alcohol dependency and/or other factors which require a social service response, in the hopes we can reduce the re-occurrence of a law enforcement intervention.

In 2017, there were a total of 48 field interrogations conducted. In the area of traffic enforcement, there were 14,938 moving violations issued to motorists on Brookline’s roads and a total of 117,606 parking tickets were issued, totaling \$1.8 million in fines and penalties. Additionally, during this year, officers responded to more than 71K calls for service.

The 2017 Mid-Year Race and Gender Report, which outlines four categories of interactions our officers have with the community, has also been completed and is attached for your review. As you will see, the Police Department continues to provide a high caliber of police service to the community while ensuring that race and gender bias are not a factor in the delivery of those services. The categories we examine are: arrests, field interrogations, moving violations and citizen complaints. We have included graphs which compare data for race and gender for arrests, field interrogations and moving violations over a three-year period. As you will see, there is incredible consistency from year to year in the percentage for each race and gender category.

It is also noteworthy that during the year, there were only two citizen complaints filed with the Office of Professional Responsibility which, when compared against the Department’s volume of documented community interactions (from 71K calls for service, 15K moving violations, 117K parking tickets, 48 field interrogations and 360 arrests) correlates to a 0.00002% rate of complaints (or 1 in every 100K documented interactions). This figure does not even include the thousands of daily, informal interactions our officers have during traffic posts, walking beats, community presentations and routine patrol.

Throughout the year, the Department has been successful in maintaining our level of service to the community through a variety of ongoing and new initiatives. The Patrol Division, under the direction of Deputy Superintendent Andrew Lipson, continued to encourage officers to get out of their cruisers and into the community in proactive, positive ways. In 2017, we have asked that officers from all Divisions participate in local programs, to attend community meetings and to be visible and engaged with residents at playgrounds, in commercial areas and around parts of Town where people congregate. The Department has officers assigned on a daily basis to our nine public housing complexes. We have officers working with the Teen Center to foster relationships with the underserved and youth of the community. Members of the Department regularly assist at our local food pantry and host clothing/houseware drives for local families in need. Our officers participate in all major community events, attend local fairs and school programs, and

are deployed for major events like the Boston Marathon and Sail Boston. We assign officers on bikes and to walking routes to have a visible and approachable presence in the community.

The Community Service Division, under the direction of Deputy Superintendent Michael Gropman, continues to offer various programs, such as the AWARE program and RAD, which greatly enhance the safety of our residents. The Brookline CERT program also continues to recruit, train and deploy its 250+ volunteers who are on call to assist the Town during local emergencies. Our officers also continue to work with the schools, other Town agencies and local service providers to improve the quality of life for residents.

This spring, coordinated by the CSD Training Division and the BPD Diversity Committee, members of the Department participated in a field trip as part of our annual in-service training program which included a tour of the Museum of African American History and the West End House Museum. The training also included a discussion of forced busing in the 1970s and how police, despite their personal views on the subject, were on the front line of enforcement. These trainings were part of our on-going police legitimacy/procedural justice discussions, and focused on how we are currently on the front lines of many controversial social and political issues of the day.

The Community Service Division has several officers trained in the Youth & Police Initiative (YPI). YPI is an interactive program designed to improve relationships between law enforcement and at-risk youth. YPI officers and youth work to foster positive relationships, to reduce criminal behavior and negative attitudes, and to educate police about concerns of the youth in their community. Helping to restore trust among at-risk youth, many of whom are minorities, is critical to our success as an agency committed to community policing. In May, the Community Service Division hosted its third round of the YPI Program and look forward to hosting another program in the Spring. Additionally, this year, the Community Service Division instituted a Youth Summer Program and the Explorers Program, both designed to engage youth, to introduce them to the field of law enforcement and to build positive, lasting relationships between police and young people of our community.

This past year, we have utilized the power of social media to share human interest pieces about officers and the work they are doing day in and day out in Brookline. We have significantly increased our use of Facebook and Twitter, and in the last year added YouTube and Instagram to our social media outreach efforts. From the recruitment/outreach video we produced to various human interest stories to regular updates on crime, prevention and safety issues, the Department is committed to engaging our community and celebrating the variety of work our officers are doing.

On average, the Department tweets about 40-50 times per month, with a total of 6,011 tweets to date. We have also significantly increased our social media presence, with 3,317 people following us on Facebook (up from 2,788 last January), 1,102 followers on Instagram (up from 638 last January) and 9,691 followers on Twitter (up from 8,919 last January). On a weekly basis, we have thousands of people visit the BPD's social media outlets for news and current events and it has proven to be a valuable community education tool. In 2016, the Department initiated a Social Media Committee which has been focusing on finding new and interesting ways the BPD can interact with the community to share not only public safety information but also show what work we are doing in the community that people may not be aware of and introduce the community to the Department's membership. Some examples of the BPD's social media engagement efforts in 2017 include: a month long celebration of female officers and dispatchers during March in recognition of National Women's History Month, a celebration of Hispanic and Latino officers during National Hispanic Heritage Month, a Movember Project post in support of men's health, officers attending various trainings such as child seat safety and crisis intervention, and pictures of officers throughout their days engaging with the community at programs like the Brookline Police Explorers, Brookline CERT

trainings, Coffee with a Cop, the BPD Summer Youth Program, the Brookline Food Pantry and attending Brookline Day.

The Patrol Bike Unit (PBU), which started in 2010 and consists of 10 officers from various Divisions throughout the Department, continues to work in full force providing education on the bicycle laws and conducting enforcement. The BPD believes that enforcement and education is critical to improving bicycle safety and providing a safe environment for bicyclists and motorists in Brookline. In addition to educating and enforcing bicycle safety, the PBU officers conduct regular patrol functions such as responding to crimes, solving problems and serving as a visible and approachable officer on the street. The Patrol Bike Unit Supervisors, Sergeants Andrew Amendola and Brian Sutherland, have participated regularly in the Bike Advisory Committee monthly meetings to discuss enforcement activities, recent crashes involving bicycles in traffic and to hear concerns from the cycling community as to areas of concern. In 2017, the PBU was activated to provide assistance and security with several regional events, such as the Boston Marathon, the 2017 Sail Boston event, the New England Patriots Super Bowl game and the Super Bowl Victory Parade. Also this year, members of the PBU also attended riot control training with the Boston Police Bike Unit.

Throughout 2017, the Special Response Team (SRT), which consists of 15 officers from various division, has continued its extensive training and readiness for critical incidents. During the year, the SRT was activated twice - for the 121st Boston Marathon and as part of a mutual aid operation to Chelsea PD during a barricaded subject incident. This year, the SRT procured a new vehicle for rapid scene response which provides added protection to occupants with ballistic resistant doors and secure equipment storage. The leadership from the team attended the annual National Tactical Officers Association conference which focused on trends in policing and debriefs from the recent Dallas Police Shooting, the Pulse Night Club active shooter, and other major police incidents nationwide.

In 2017, the Detective Division saw many successes. Under the direction of Deputy Superintendent Stephen Burke, the Division continued to conduct numerous complex and sophisticated investigations. In 2017, a total of 1,310 cases were assigned for follow-up by Detectives. These include both Part A and Part B crimes, many of which are multifaceted investigations involving numerous technological components. Thus, the Division continues to train its officers in the most advanced investigative techniques and to work with community partners and outside agencies to identify regional crime problems and identify suspects.

In June, a team of assessors from the Massachusetts Police Accreditation Commission spent several days examining the Department's policies and procedures, operations and facilities to determine our readiness for re-accreditation. Verification by the Assessment Team that the Department meets the Commission's standards is part of a voluntary process to maintain state Accreditation -- a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. The Massachusetts Police Accreditation Program consists of 257 mandatory standards as well as 125 optional standards. In order to achieve accreditation status, the Department must meet all applicable mandatory standards as well as 65% of the optional standards. In July, a team returned for our final assessment in the re-accreditation process, which was successful. As part of this process, the Department has reviewed and made significant changes to our policies and procedures. The Department's revised Policies and Procedures Manual was accepted by the Select Board in June and are now available on the BPD website.

In July, the Department made four promotions. Sergeant Michael Raskin was promoted to Lieutenant and is now the Patrol Commander of the 3rd Platoon. Sergeant Jennifer Paster was promoted to Lieutenant and is assigned as the Accreditation Manager and Crisis Intervention Team supervisor. Traffic Officer John

Canney was promoted to Sergeant and is assigned as a Patrol Supervisor for the 3rd Platoon. Patrol Officer Robert Teahan was promoted to Sergeant and is also a Patrol Supervisor for the 3rd Platoon.

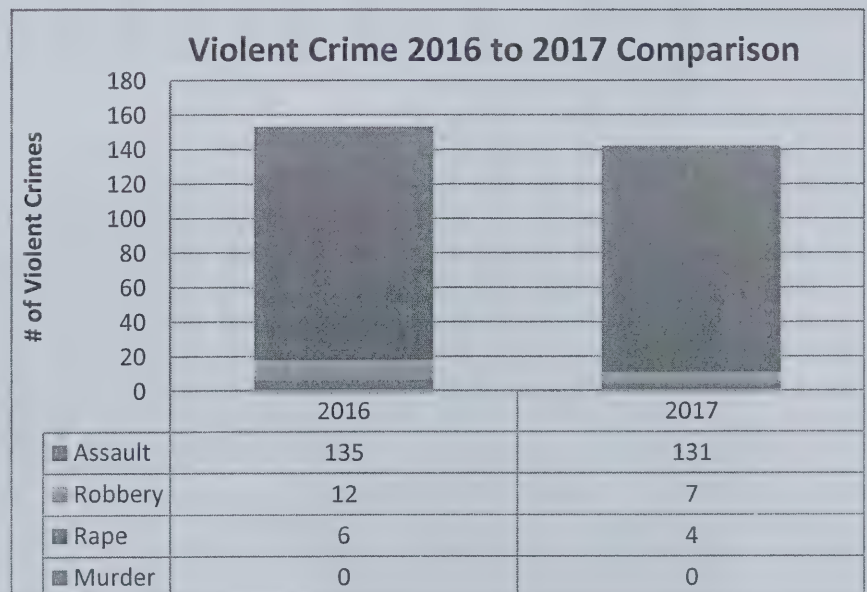
The 2017 Brookline Police Awards ceremony was held on Tuesday, May 9th at Town Hall. This year's award recipients were: Officer Sean Williams - Commendation Medal, Officer Joseph Amendola - Commendation Medal, Officer Tim Stephenson - Public Service Medal, and Officer Kristin Healy was named Police Officer of the Year. Additionally, this past spring, Officer Tim Stephenson was awarded the 2017 Teen Impact Award by the Brookline Teen Center. In May, Officer Michelle Lawlor received a special recognition award from the Massachusetts Association of Women in Law Enforcement (MAWLE) for her community policing efforts over the last year. It is wonderful to see our officers recognized by the community for the work they do. Throughout the year there were 29 commendations for outstanding police work issued to a total of 46 officers, with 13 of those officers receiving more than one commendation for multiple examples of excellence. These awards, commendations and the many informal expressions of gratitude show that, despite national tensions, the Brookline Police are truly working in partnership with Brookline's residents to reduce fear and crime and improve the quality of life in our Town.

Day after day, Brookline police officers display outstanding performance in a variety of situations and consistently demonstrate their commitment to providing the highest quality of police service to the public. With professionalism and expertise, we continue to build relationships with citizens in order to improve personal safety, protect individual's rights and property, and promote individual responsibility and community commitment to keep our citizens safe and aware. As we move forward, we will continue to work to improve the services we provide to the community. Thank you for your continued support of the Police Department and our mission. I look forward to discussing the attached reports with you.

Year End Review of 2017 Part A Crimes

The following is a summary of Part A Crimes in Brookline during 2017. Part A crimes include: murder, rape, robbery, assault and battery, burglary, larceny and motor vehicle theft.

During 2017, there were a total of **739 Part A crimes** in Brookline, **up 5.6%** from the 700 Part A crimes in 2016. Of the 739 crimes reported in 2017, there were 123 cases cleared by arrest, 80 cleared by court action, 43 cleared exceptionally, 18 cleared other means (completed service, inactive, referral), resulting in a **36% clearance** of crimes for the year.

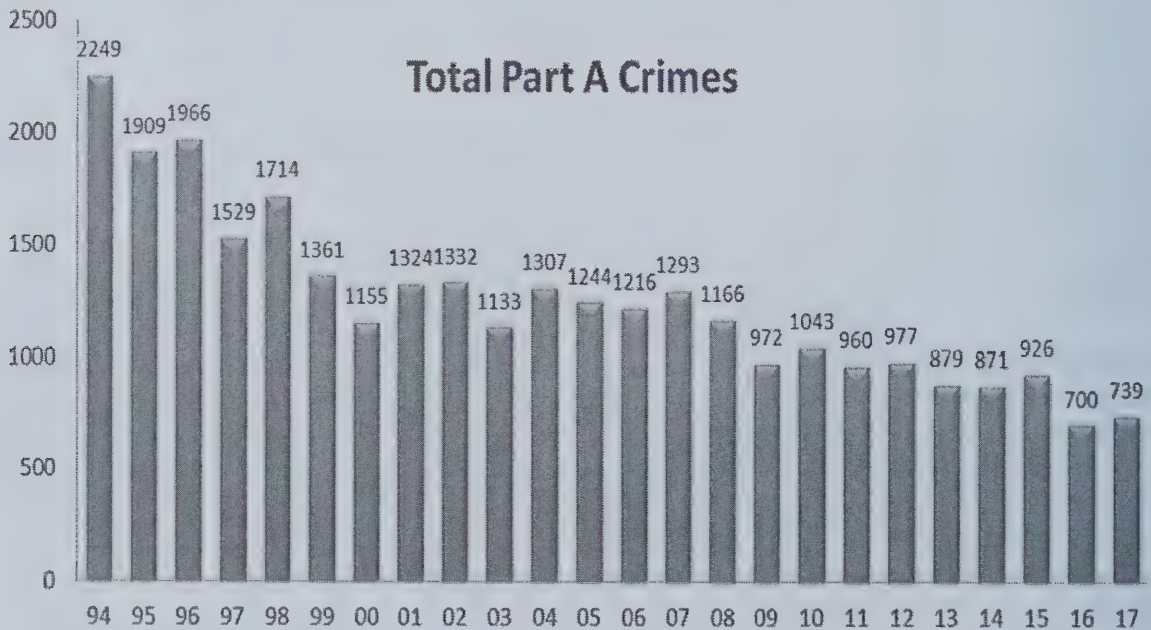
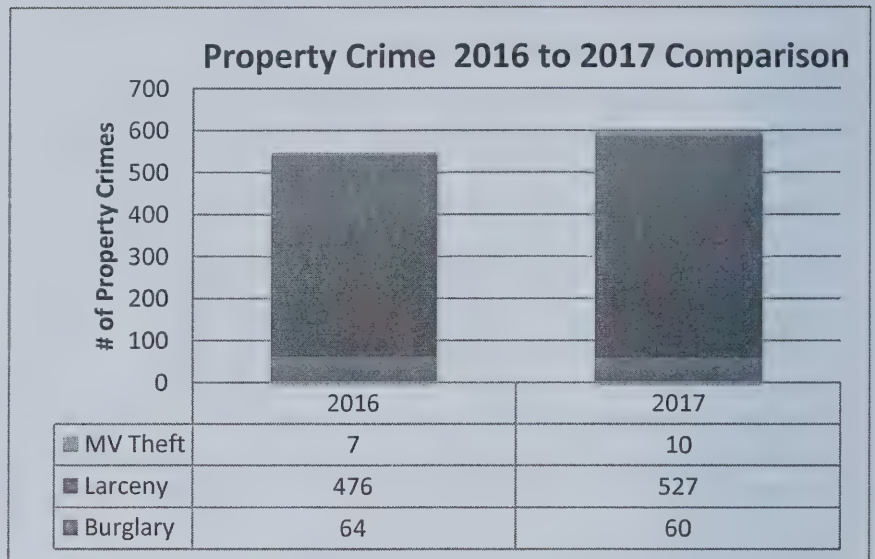


In 2017, there were reductions in every Part A crime other than larceny and motor vehicle theft when compared to 2016. Rapes were down 33% (from 6 to 4), robberies were down 42% (from 12 to 7), assaults were down 3% (from 135 to 131), burglaries were down 6% (from 64 to 60), larcenies were up 11% (from 476 to 527) and motor vehicle thefts were up 43% (from 7 to 10).

For 2017, total violent crimes (murder, rape, robbery and assault) are **down 7%** with 142 this year versus 153 in 2016 and total

property crimes (burglary, larceny and motor vehicle theft) are **up 9%** with 597 this year versus 547 in 2016. In 2017, crime was down 67% from where it was in 1994 and is the second lowest year in that time.

The following graph shows decline in crime over the last 24 years.



The following is a breakdown of each Part A crime for 2017:

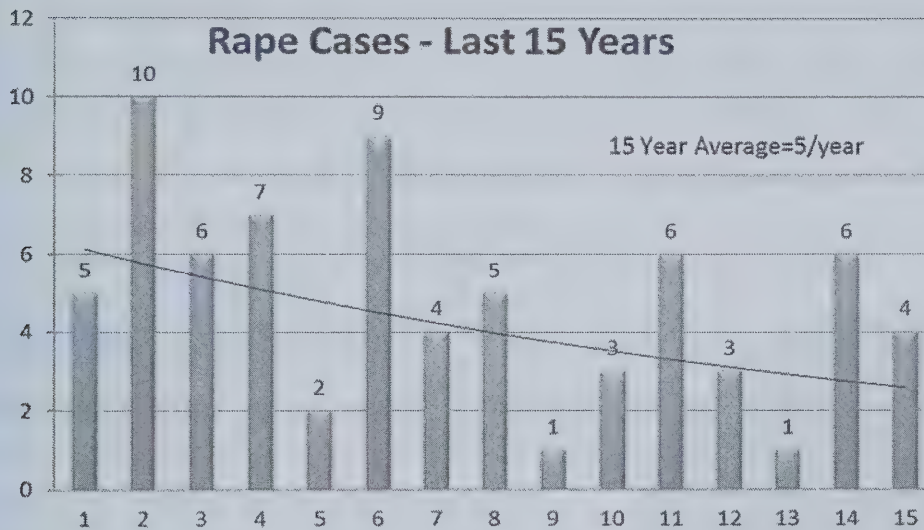
Murder

There were no murders in 2017. There have been no murders in Brookline since 2007.

Rape – Down 33%

During 2017, there were 4 rapes reported, down from the 6 reported in 2016. Out of these 4 rapes, 2 of them have resulted in an arrest, 1 was closed administratively and 1 is completed service.

As the chart shows, the fifteen-year average of rape cases reported is 5 per year.

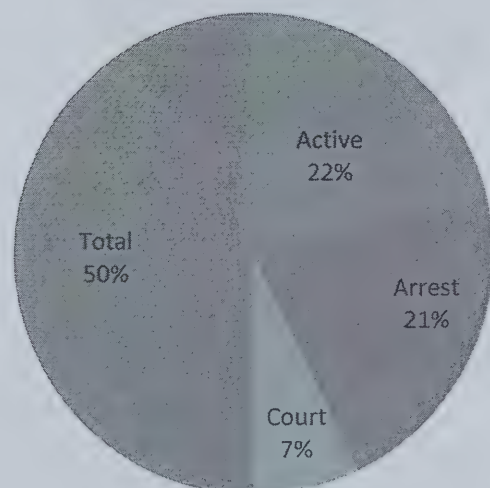


Robbery – down 42%

There were 7 robberies in 2017, which is down 42% from the 12 robberies reported during 2016. Of these 7 robberies, 3 resulted in an arrest, 1 in court action and 3 remain active.

These robberies occurred at banks (4), at a residential building (1), and stores (3)

Status of 2017 Robbery Cases



Assaults – down 3%

There were a total of 131 assaults reported in 2017, down from the 135 that occurred in 2016. Of these 131 assaults, 44% (57) were domestic violence related and 4% (5) were assaults on police officers. Additionally, 12% (16) of our assaults occurred at one of the three residential mental health facilities in Town.

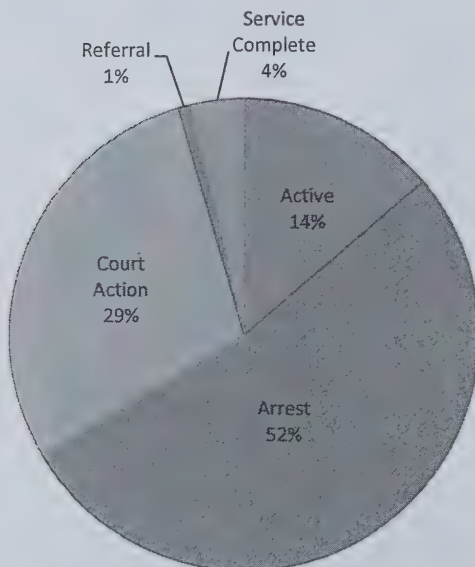
Of the 131 assault cases, 69 (53%) resulted in arrests, 38 (29%) resulted in court action, 5 (4%) were cleared as completed service, 1 (1%) was referred to an outside agency and 18 (14%) remain active.

Burglaries – Down 6%

There were a total of 60 burglaries in 2017. This is down 6% from the 64 burglaries in 2016 and down 53% from the 128 burglaries in 2015. Of the total 60 burglaries, 52 (87%) were of residential properties and 8 (13%) were of nonresidential buildings, including schools and commercial establishments.

Of the total 60 burglaries, 45 (75%) cases remain active, 5 (8%) resulted in an arrest, 6 (10%) resulted in court action, 3 (5%) were cleared exceptionally and 1 was cleared through completed service (2%).

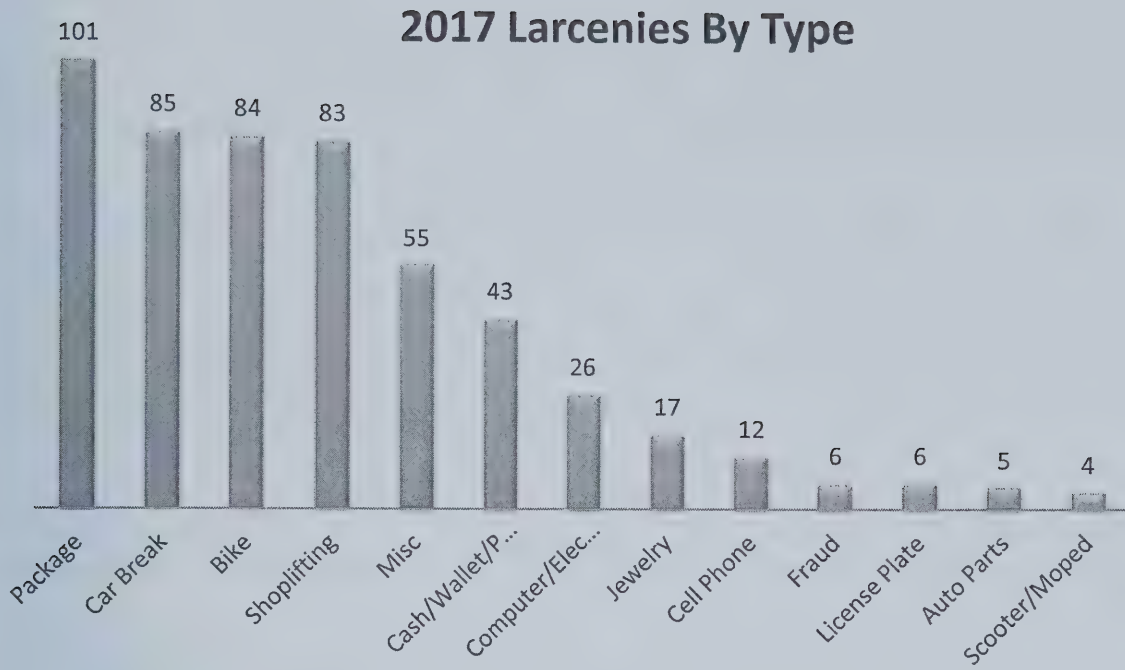
Case Status of 2017 Assault Cases



Larceny – Up 11%

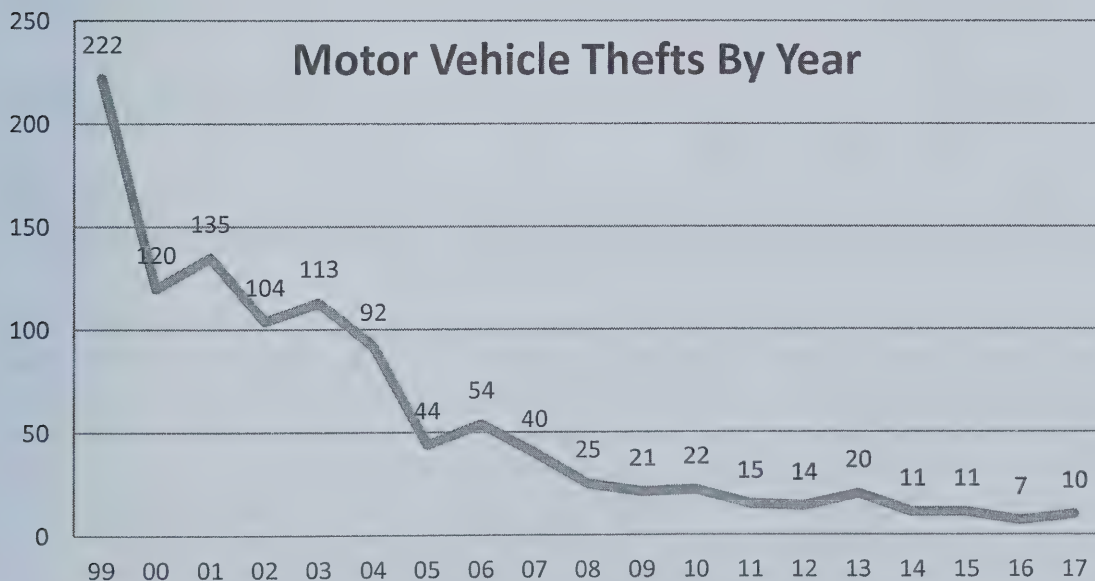
There were a total of 527 larcenies in 2017, up 11% from the 476 larcenies that occurred in 2016. Of the 527 larcenies, 399 (76%) cases remain active, 44 (8%) resulted in arrests, 35 (7%) were cleared by court action, 40 (8%) were cleared exceptionally, 2 (<1%) were cleared by referral and 7 (1%) were closed through completed service.

Of the total 527 larcenies, package thefts were the most prevalent larceny with 101 (19% of total larcenies), following by car breaks with 85 (16%), bike thefts with 84 (16%) and shoplifting with 83 (16%).



Motor Vehicle Theft – Up 43%

There were 10 motor vehicles reported stolen in 2017, which is up 43% from the 7 reported in 2016. All 10 cases remain active. One of the stolen motor vehicles was a motorcycle.



Police Activity

Arrests – During 2017, there were **360** arrests, down 20% from the 448 arrests made in 2016. One of the arrestees was a juvenile, down from 13 juvenile arrests in 2016. There were also four people taken into protective custody and three sex offenders were registered. Please refer to the Race and Gender Report on the BPD website for more information on 2017 arrests.

Field Interviews – Commencing with the beginning of 2015, the Department began to breakdown what we had previously classified as Field Interviews into two subsets: Field Contacts & Field Interrogations. Field Contacts cover those individuals who the police encounter during the normal course of conducting routine police services that we need to identify. Field Interrogations are individuals stopped by the police whom the police or citizens believe to be acting suspiciously and rise to the level of suspicion that they have, are or are about to commit a criminal offense. In 2017, there were a total of 48 field interrogations conducted, the same number as conducted in 2016. Please refer to the Race and Gender Report on the BPD website for more information on 2017 field interviews.

Moving Violations – In 2017, there were **14,938** moving violations issued, down 8% from 2016 when there were 16,298 moving violations issued. In 2017, there were no non-inventory motor vehicle searches conducted.

Parking Tickets – During 2017, there were **117,606** parking violations issued for a total of \$3,864,323 in fines and penalties. This number is down 12% from the 133,127 parking violations issued during 2016.

Calls for Service – During 2017, there were **71,044** police calls entered into the CAD system. This number includes activities such as service calls, 911 responses, self-initiated police activity, traffic enforcement and posts, prisoner processes, services of papers/warrants, admin/report writing, town building checks and community policing activities and excludes activities such as out of services and reporting on/off duty. For 2017, calls for service are up 3% from the 69,215 calls in 2016.

Citizen Complaints – During 2017, there were two citizen complaints filed against two Brookline Police Officers for 1) general misconduct (mediated between the two parties) and 2) discourtesy/rudeness (unfounded based on audio/video recording of incident).

Use of Force – During 2017, there were **40** use of force incidents. Use of force incidents are in 2017 from the 18 that occurred in 2016 and 35 in 2015.

The types of force used in 2017 included (with multiple types of force being applied in three incidents): Firearm (pointed) – 8, Baton (control technique/not strike) – 1, Less Lethal Weapon (displayed/pointed only) – 3, Less Lethal (discharged) – 1, and Physical (hands/grab/wrestle) – 32.

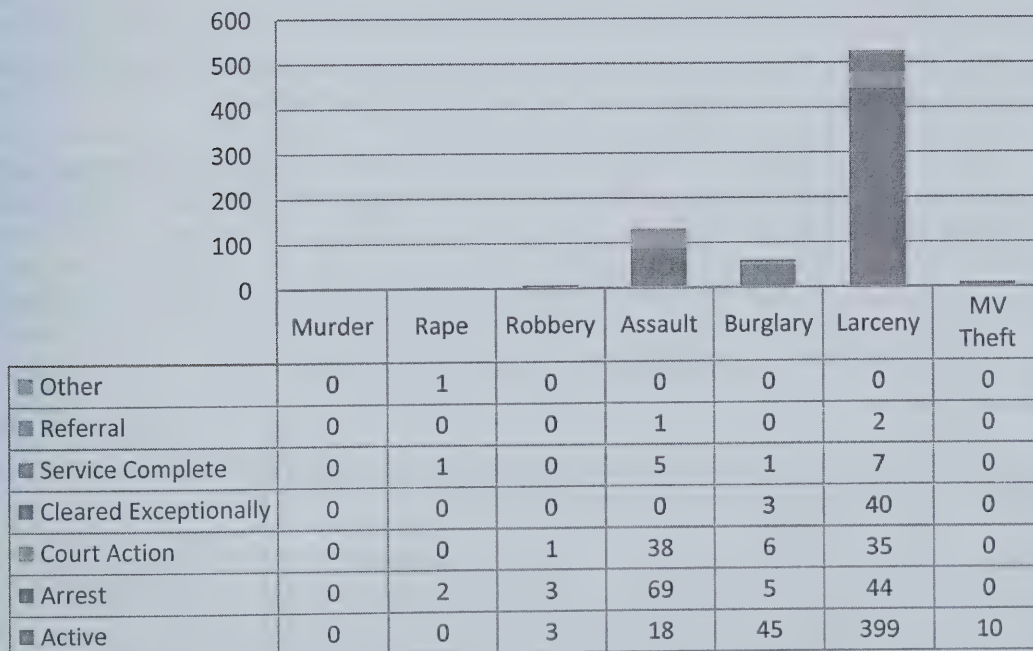
17 of these use of force situations were during the process of placing a noncompliant individual under arrest, 4 involved suicidal females with mental health conditions that required assistance being involuntarily transported for an evaluation, 5 involved combative residents of one of the Town's mental health facilities, 4 were of an intoxicated (drugged/drunken) person who became combative, 2 were of a person in need of a mental health evaluation who was combative, 1 was a youth fleeing the police station, 1 was a report of a man with a gun, 1 involved a subject with mental health who barricaded themselves, 1 involved an out of control student with special needs who needed to be restrained, 1 involved subjects who refused to come out of hiding during the service of a warrant, 1 involved a man with mental health who assaulted an officer, 1 involved an out of control youth who was assaulting family members and 1 was during a mutual aid motor vehicle stop for another police department of a subject who entered Brookline.

The Department defines use of force as any force beyond compliant handcuffing. This includes numerous situations where a show of force is made by officers but no physical force or contact applied. Additionally, this includes uses of force in non-criminal situations, such as assisting emotionally disturbed persons to safety. Reporting use of force incidents is required of officers and incident reports cannot be approved without an officer filling in mandatory field in the report writing system which indicates if force was used. Additionally, supervisors are required to submit a report detailing whether or not officers followed proper policy and procedure while applying force. These reports were completed in all 2017 use of force incidents and officers were found to have been in compliance.

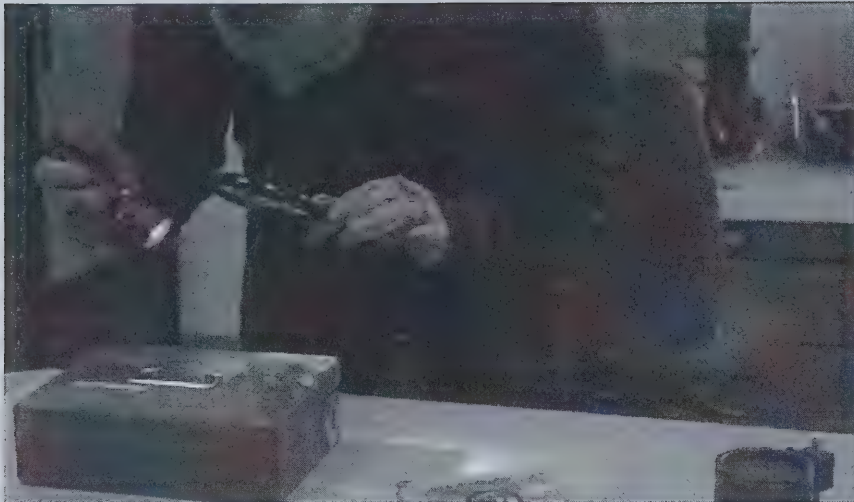
Motor Vehicle Pursuits – In 2017, there were three motor vehicle pursuits, up from none in 2016. All three involved subjects on scooters who failed to stop. In all three cases, the low speed does not qualify as a motor vehicle pursuit to Department policy. These cases are being reported for completeness as the operators were operating so as to evade police.

Clearances – Of the 739 Part A crimes reported in 2017, there were 123 cases cleared by arrest, 80 cleared by court action, 43 cleared exceptionally, 14 closed by completed service, 3 cleared by referral and 1 was closed by other means, resulting in a **36%** clearance of crimes for the year. Specifically, 100% of rapes, 57% of robberies, 86% of assaults, 25% of burglaries, 24% of larcenies and 0% of motor vehicle thefts were all cleared by arrest, court action, cleared exceptionally, completed service, referral, or closed. **Please note that many of the 739 active cases are still under investigation and may be cleared/closed as a result. Additionally, many prior year cases were cleared/closed during this period as a result of on-going investigations.

2017 Case Clearances



Detective Division



The Detective Division had another successful year. In 2017, a total of 1,310 cases were assigned for follow-up. In some instances, more than one Detective was assigned to a case for follow-up, depending on the complexity. Assignments include both Part A and Part B crimes, attempted crimes and other reported incidents which may not have amounted to a crime but are followed-up nevertheless. We continue to see criminal activity involving the use of technology, social media and the internet which allows criminals to hide their identities. This presents challenges to the investigating detectives. As criminal use of technology increases, it is necessary for investigating officers to acquaint themselves with the current technology procedures that promote safety and the preservation of evidence necessary for successful prosecutions.

Significant Incidents

Bank Robberies – The Town incurred a number of Bank Robberies in 2017. Separate individuals were identified through investigation and subsequently charged in the five incidents

Intelligence Sharing – In addition to the above Brookline bank robberies, Detectives worked jointly with the F.B.I. Bank Robbery Task Force on investigations and provided vital information which resulted in subjects being arrested for numerous bank robberies in the City of Boston.

Brookline Detectives also provided intelligence to Boston Detectives following a series of violent street robberies of elderly city residents in April 2017. The intelligence provided led to an identification of the suspect from video during one of the robberies. The suspect has an extensive and violent criminal history involving robbing the elderly.

Brookline Detective's continuously works with Federal, State and local law enforcement partners in cross jurisdictional criminal investigations and crime trends.

Commercial Burglaries – In September 2017, a dining establishment in Brookline was burglarized and a large amount of cash was stolen from a safe. It appeared that a proficient crew committed the crime. Detectives reached out to other communities and learned many had incurred similar crimes. Through exhaustive investigation involving the review of video and using other technology resources, suspects were developed. An informal Task Force involving Brookline, Boston, and Mass State Police assigned to the Attorney General's Office along with law enforcement from other communities was formed to surveil and monitor the suspects. The lengthy investigation determined an organized criminal group were committing

burglaries into restaurants after business hours and smashing cash boxes and safes for money or forcibly removing safes from the businesses. The investigation revealed the highly organized crew conducted their crimes all over Eastern Massachusetts. The crimes resulted in losses in the hundreds of thousands of dollars in money and physical damage to the businesses. The organized crew proved themselves to be very skilled often completing their crimes in three minutes or less from break-in to get away.

The initiative taken by the Brookline Detectives and the development of the informal task force spawned the investigation. Investigators were able to utilize technological resources including the town CIMS cameras, GPS tracking devices, knowledge, and skills to build their case. Ultimately the investigation resulted in multiple arrests and search warrants which resulted in the discovery of evidence to support prosecution. Additionally, a firearm and hundreds of stolen packages were recovered during the searches.

Business Email Compromise Scam – Brookline Detectives working in conjunction with the F.B.I. and private banking institutions were successfully able to prevent the wire transfer of \$2 million in a Business Email Compromise Scam. A criminal scammer hacked in to the email account of a legitimate individual. A spoofed email was then generated by the scammer authorizing the wire transfer of funds from the legitimate enterprise to an overseas bank where the scammer had secured an account. The legitimate enterprise caught on to the scam and notified our Department. Due to the quick reporting and immediate action by Brookline Detectives and the assistance of the F.B.I and representatives from banking institutions, the scam was averted.

Domestic Violence Unit

The Domestic Violence Unit was involved in the investigation of 91 cases during 2017. These included follow-up investigations on arrests, restraining order violations and allegations of domestic abuse. Additionally, they regularly provided resources and referrals to a number of victims and their families. The Unit also worked in coordination with the Brookline Schools on numerous incidents involving students and juvenile issues. The Domestic Violence Unit spearheaded a first of its kind event at a Public High School with a showing of *Escalation*, an impacting short movie which addresses domestic violence in dating relationships. The Unit worked in coordination with B.H.S. Administration and the Norfolk District Attorney's Office in presentation of the showing. The movie was first shown to the parents of the senior class and later all members of the senior class at B.H.S.

98 restraining orders were issued by the Brookline District Court in 2017. The Domestic Violence Unit works in liaison with the victim witness advocate from the District Attorney's office in restraining order hearings and cases.

Crime Detection / Prevention Initiative

Brookline like many municipalities has seen a trend of delivered packages left at residences, mainly multi-unit buildings being stolen. In 2017, the Detective Identification Unit in coordination with our Crime Analyst continued to deploy a "bait package" to identified package theft hot spots in an effort to detect and prevent package theft. The "bait package" is a GPS based property decoy system similar to the "Bait Bike" program which has been successful for the department. The "Bait Package" works by hiding a GPS locator within a package and leaving the package in the identified hot spot area. The package can be left out for multiple days. Residents of the targeted locations are notified and asked not to move the package. The GPS is programmed to activate on movement and a notification is sent via text messaging indicating the package is moving. The Brookline Dispatch Center can then begin a tracking program and track the unit in real time while directing cruisers to its location. The Department had success with the "bait package" unit in 2017 resulting in prosecution for larceny.



Town Counsel Liaison / Intelligence Detective

The Town Counsel Liaison was assigned 52 cases in 2017. Primarily these cases involved accidents involving Town vehicles and property. Utilizing a more streamlined process a significant amount of monies due to the Town was recovered. In addition, this Detective works in the intelligence unit. The intelligence unit participates daily in a conference call with the Boston Regional Intelligence Center (BRIC) where information on criminal activity and crime trends is shared with participating Law Enforcement Agencies, College/University Police Departments, Federal Agencies, and Mass Department of Correction Facilities.

Training

Detectives, in addition to their regularly scheduled in-service training, frequently attend specialized training to develop their skills and assist them in their investigations. Some of the highlight trainings attended in 2017 included: Juvenile Investigations, Crisis Negotiation, Homicide Investigation, Anti-Terrorism, Crisis Intervention, Opioid Addiction, Marijuana Legal Updates, Prescription Drug Monitoring Program, Cell Phone Tracking, Digital Evidence & Information Extraction, Cop-Link (intelligence resource gathering), Sexual Assault Investigations, Hate Crime Investigations, Fingerprinting Identification, Human Trafficking and Child Exploitation, Cyber Crimes & Digital Evidence, Firearms Legal Updates, Advanced Identity Theft, Transitional Organized Crime & Terrorism.

Community Service Division

Community Service Officers

Throughout the year, community service officers addressed 51 abandoned bicycle complaints. This involves bicycles that are locked to items and appear to be abandoned. The officers ticket the bike and if it is in violation of the Town By-law, the bicycle will be removed. Officers also presented at several schools and conducted safety drills per policy. Every school went through a series of notifications and evacuations.

During the annual college move-in days from August 31st to September 1st, community service officers patrolled various neighborhoods and distributed copies of the Town's noise by-law. This proactive approach has been a substantial component of our education and enforcement success. Students and parents get to meet officers and are informed about our aggressive enforcement to keep partying down and address other quality of life concerns. Additionally, this interaction also serves as a time to assist and assure parents of the services we have to offer as a town.

This year, the Community Service Division held our annual Brookline Public Safety Day with Brookline Youth Hockey, the Brookline Fire Department and Fallon Ambulance. This is a day where police & fire personnel get to work with youth hockey players while still in uniform.

Additionally, the Community Service Division and its officers oversaw multiple events throughout the year. These events include but were not limited to the 2nd annual Hockey Tournament, the 2nd annual Porchfest Music Festival and the Coolidge Corner Arts Festival. Similarly, we also assisted with the annual Town of Brookline street hockey tournament by overseeing activities during the June event. During Porchfest, thousands of people visited Brookline to listen to music and attend the different locales and events occurring that day.

AWARE Program

The AWARE program involves lessons on Citizenship, Healthy Relationships, Substance Abuse, Cyber-Safety Bullying and Student Empowerment. During the school calendar year for 2017-2018, Aware Officers began teaching a new cyber-bullying presentation in all 8 of the Brookline elementary schools. The cyber-bullying section was already in place; however, it decided that it should be changed to deliver the message in a different way



to the students. The presentation was rolled out for all the middle school students this current school year. These various programs are offered as a set curriculum that begins in 6th grade in Science class and ends in 8th grade in Health class. AWARE Officers teach specific classes to the 6th-8th grade.

The current 17-18 school year the officers are attempting to make themselves more available into the younger grades for less structured visits. At the fourth grade level, the officers have been asked to address the cyber concerns due to the fact the students were getting school assigned PSBMA accounts, and issues are arising.

The officers are currently CIT trained for the department, and follow up on the juvenile CIT clients. They are working with the schools, families and the Brookline Center to offer services and supports for the student. The officers are working on developing a stronger relationship with the school administration to ensure lines of communication are open.

Data and Statistics

- The following data is for 2017 and is tracked by the division.
- The Department addressed 124 Snow Complaints and issued 8 By-law tickets
- The Department responded to 688 noise/loud party complaints and issued 17 violations for violation of the Noise By-law
- The Department investigated 75 calls related to leaf blowers and issued 3 By-law tickets

Walk & Talk Unit

2017 proved to be a very busy year for the Walk & Talk Officers. Once again, as they have done since 2015, they partnered with other local departments and took part in the Youth Police Initiative (YPI). This program helps build positive ties between police and youth. In addition to attending other departments YPI programs, they hosted two YPI programs here in Brookline for the youths from Brookline Housing Authority developments.

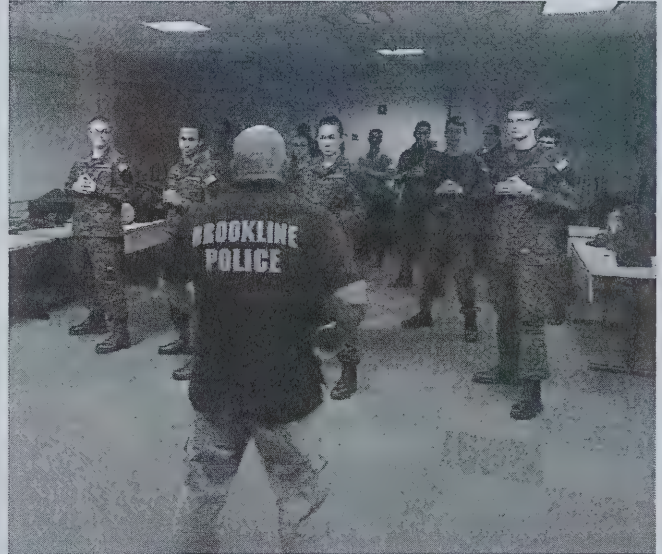
In addition to the YPI program, the Walk & Talk Officers spearheaded a one week Summer Youth Program. During this program, which was held at the end of August, the youths went on several field trips as well as receiving instruction, on various topics, at the police station. The goal of this program was to help the youths build their teamwork and decision making skills. In December, the Walk & Talk Officers hosted a holiday dinner at Brookline High School for all of their YPI and Summer Youth Program youths and their families.

During the course of the year, the Walk & Talk Officers were involved with numerous community groups and events. They participated in the Brookline Diversity Committee sponsored Spring Fling and Food Truck Friday events. They assisted with Brookline PD recruitment events and with the annual town wide Bike Parade. Officers in this unit also helped coach Pop Warner Football and Special Olympics Baseball teams. In September, they teamed up with the Boston Police Department and are involved with a combined Brookline/Boston Police Explorers Program.



The Walk & Talk Officers worked closely throughout the year with staff and faculty at both the Brookline Teen Center (BTC) and Brookline High School (BHS). They attended many BTC sponsored events and coordinated a 3 on 3 Youth vs Police basketball league. At BHS, these officers attended the weekly Roundtable Meeting with BHS Deans and Program Coordinators. These officers also hosted a program called Conversations with Cops (CWC) at the high school. This once a week program gave BHS students an opportunity, they otherwise might not have, to sit down and talk with or ask questions to police officers.

In June of this year, as part of the Community Service Division, the Walk & Talk Officers took a primary role instituting and coordinating the departments Juvenile Justice Program. Since its inception the program has had approximately 10 youths referred to it in lieu of going to court. In that time, three have successfully completed the program, four were referred to BHS for counseling and three are still in the program working towards their completion dates. During June and November, members of the Walk & Talk Unit, also being members of the area wide COBRA team, were assigned to special assignments in Boston. In June, they assisted with Sail Boston and in November, with the Free Speech Rallies.



Walk & Talk Officers also coordinated the removal of graffiti from over fifty locations throughout the town and worked with the DPW and local businesses to get a large amount of graffiti eradicated along River Road. In conjunction with the Patrol Division, they were able to identify and charge an individual with over 40 counts of Tagging the moniker "HAK" throughout the town.

Specialized training was also part of 2017 for the Walk & Talk Officers. In August, all three officers attended a School Officer Training class. Officer Stephenson attended a Critical Incident Stress Management class in December. In October, Officer O'Connor attended Firearms Instructor School. Both Officer O'Connor and Officer Lawlor attended Car Seat Installation class in in August.

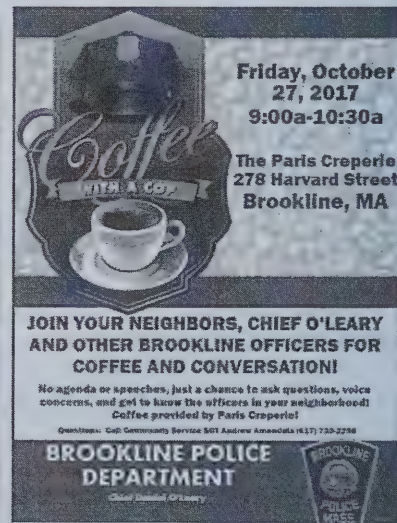
The Walk & Talk Officers also received several awards in 2017 for their work and dedication to the department and the community. Officer Stephenson was awarded the Police Officer of the Year Award by the National Alliance on Mental Illness (NAMI) Massachusetts Chapter, the 2017 BTC Impact Award for his work with the youth of Brookline and the Brookline Police Departments Public Service Award in April 2107. Officer Lawlor received a Mentoring Award by the Massachusetts Association of Women in Law Enforcement (MAWLE) and was a finalist for the Brookline Commission for Women's 2017 Woman of the Year for her work.



Social Media

The Community Service Division oversees social media for the Brookline Police Department. The Department has a website, Twitter account, Facebook page and a YouTube channel. Instagram was added to our social media platform in 2016. The Department currently has 3,317 people following us on Facebook (up from 2,788 last January), 1,102 followers on Instagram (up from 638 last January) and 9,691 followers on Twitter (up from 8,919 last January).

In 2016, the Department initiated a Social Media Committee which has been focusing on finding new and interesting ways the BPD can interact with the community to share not only public safety information but also show what work we are doing in the community that people may not be aware of and introduce the community to the Department's membership. Some examples of the BPD's social media engagement efforts in 2017 include: a month long celebration of female officers and dispatchers during March in recognition of National Women's History Month, a celebration of Hispanic and Latino officers during National Hispanic Heritage Month, a Movember Project post in support of men's health, officers attending various trainings such as child seat safety and crisis intervention, and pictures of officers throughout their days engaging with the community at programs like the Brookline Police Explorers, Brookline CERT trainings, Coffee with a Cop, the BPD Summer Youth Program, the Brookline Food Pantry and attending Brookline Day.



Elder Affairs

The Community Services Division assists the senior residents of Brookline. In 2017, we continued our commitment to senior life and the welfare of those 55 years of age and over. Officers work in the field implementing programs and teaching classes to help elders stay safe and help maintain a good quality of life. In 2017, the Community Service Division continued to provide seminars and classes on categories such as: Senior Safety, Scams - Protecting Elderly from being Victims, Elderly Driving, Self-Defense for Seniors, and conducted an Unused Medication Collection event.

Throughout the year, the CSD continued its partnership with the Town of Brookline Council on Aging and their efforts to identify and assist those seniors who need further assistance, including those seniors with advanced mental health concerns including dementia, Alzheimer's disease, and hoarding issues. Some seniors are tracked through the department's Crisis Intervention System for a better police response and on-going care.

In 2017, the Community Service Division assisted over 100 elder citizens providing them with assistance obtaining further services, counseling, advice and suggestions, and community care taking issues.

Crime Analysis Unit

In 2017, the Crime Analysis Unit continued to identify and analyze emerging crime patterns and trends in Brookline, as well as, identify and analyze quality of life and traffic crash concerns. The Unit, staffed by a sworn officer and a part-time civilian/intern, produces weekly COMPSTAT reports which cover recent crimes, developing crime/quality of life problems, notable case overviews, traffic crash analysis and information on repeat interactions and/or interactions with those at risk. Additionally, the Crime Analysis Unit produces regular crime bulletins and special analytical reports on topics such as bike thefts, package thefts, car breaks, residential burglaries, bike crash analysis, racial diversity training, crimes/calls in Brookline Housing, on college campuses and in specific neighborhoods, and mid-year and year-end statistical reports.

In 2017, the Crime Analysis Unit produced 50 COMPSTAT reports, 134 At-Risk profiles and 51 crime bulletins. The crime analyst also presented dozens of times to local organizations on crime, safety, and emergency preparedness.

The Crime Analyst also sits on the Town's Emergency Management Team and assists in the advancement of emergency preparedness efforts Town wide. The Crime Analyst co-coordinates the Town's Community Emergency Response Team (CERT) which has over 250 community members who are trained and prepared to assist emergency personnel during local crises. In the fall, new volunteers were recruited for the CERT program and a 10-week certification training was held. Additionally, in response to several high profile active shooter incidents this past fall, the crime analyst presented to numerous religious, school and town organizations on situational awareness and emergency preparedness in the event of a similar incident in Brookline.



The Crime Analyst supports the CSD on multiple levels, including regularly conducting social media outreach, writing grant applications, updating the Department website and assisting with recruitment efforts to attract more culturally diverse candidates. The Crime Analyst also works to promote relationships between the police and the community with activities such as assisting with the coordination of the Food Truck Friday and Pre-Spring Community Fling events, unloading food from trucks and stocking shelves at the Brookline Food Pantry on a regular basis, being a point of contact for local families in need of clothing, food, school supplies and housewares, serving on multiple working groups and representing the Department as a Town of Brookline Ambassador.

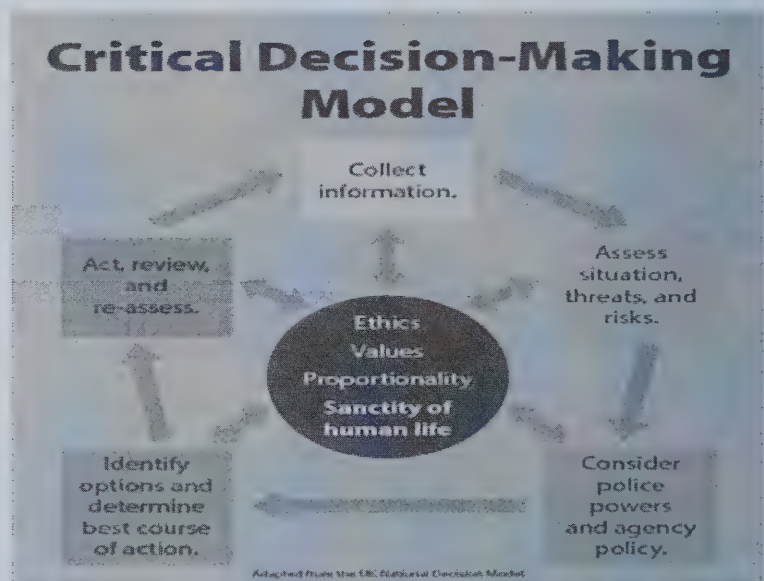
The Crime Analyst sits on the Department's Diversity Committee and the Social Media Committee and has spearheaded several campaigns on the Department's social media sites this year to introduce the community to many programs we provide, to promote the work being done by officers on and off the job, and to celebrate the rich cultural diversity within the Department, such as posting profiles of female officers during the month of March for National Women's History month and of Hispanic officers during the National Hispanic Heritage Month.

Training Division

In 2017, the Training Division continued to adjust our curriculum to meet and/or exceed Massachusetts Police Training Council standards as well as meet the needs of our Department's Accreditation requirements. Several officers attended national training sessions focused on Use of Force and a new national model, the National Decision Making Model, which was adapted by our Department in March.

The National Decision Making Model is a risk assessment framework, or decision making

process, that is used by police forces across the country. It provides five different stages that officers can follow when making any type of decision. This model has been integrated into our trainings since March.



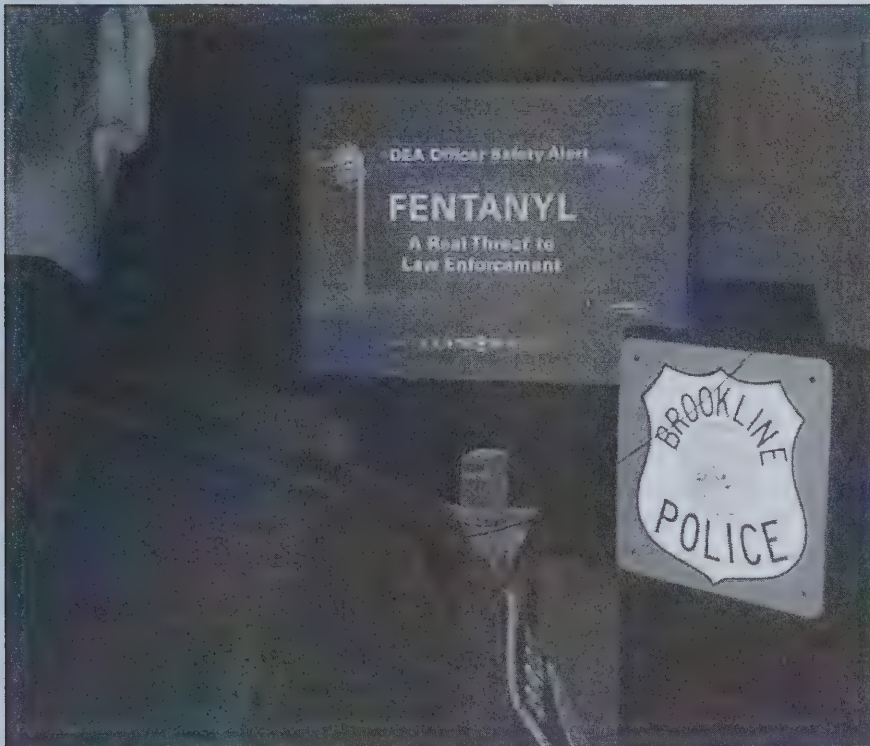
In February, all of the Department's sergeants, lieutenants and deputies took part in the Myers Briggs MBTI assessment. The MBTI instrument is a popular training tool for professional development and organizational improvement in all kinds of organizations. MBTI results provided supervisors with helpful feedback about themselves and how they are different from others. The test provided information for conflict management, performance improvement, employee coaching, and for management development.

In February, several Community Service Officers attended a "Building Better Schools and Police Relationships to improve outcomes for Children and Youth." The officers have taken this training and have since been applying the skills learned to situations that arise in the Brookline Public Schools.

In March, officers were given in-house training on transgender Individuals. Diversity Training was also provided to officers, and was conducted by Dr. Cox. The Diversity Training included a field trip to the West

End Museum as well as the Museum of African American History. This training was very well received by all that attended. Also in March, all officers received refreshers/updates on multiple department policies and procedures, a review of the All Hazards Plan, a review on our policy and risks associated with shooting at moving vehicle's, prisoner handling and using stop sticks.

In May, officers took a variety of online classes in compliance with the MPTC yearly requirements such as, First Aid, Legal updates, Police and Youth, Dynamics of Addiction and Dealing with Persons with Alzheimer's. In July, officers attended the Boston Police firing range for annual re-qualification. Both Pistol and 40 MM less lethal were trained. Movement drills, malfunctions, target assessment and safe weapon handling were covered. In October, the night firing range training was conducted and included qualification on department issued firearms and the pepper ball launcher. The use of flashlights while firing, single handed shooting and movement drills were also covered.



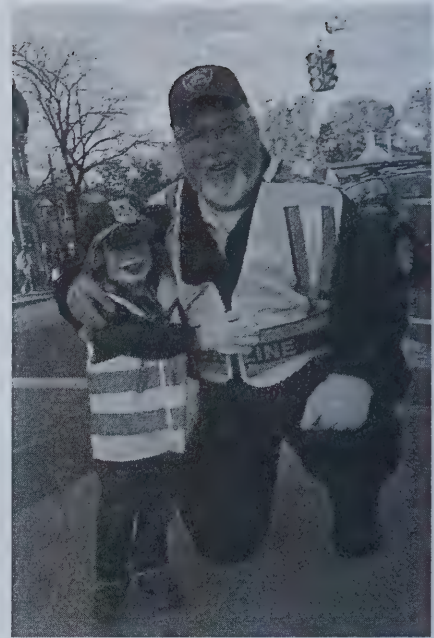
This past fall, the CSD Training Division began to conduct Roll Call Trainings. These trainings consist of videos, approximately 3-5 minutes in length, that are shown to officers prior to the start of their shifts. Roll call training allows for a variety of topics to be learned or refreshed upon. Five roll call trainings have been conducted as of this date: Federal Immigration Update, Fentanyl Safety, Procedural Justice, Weapon Safety and Police Interactions with the Public during Motor Vehicle Stops.

Traffic & Records Division

The Traffic and Records Division has a variety of responsibilities that include data collection, money collections, traffic enforcement, Details, public records law processes and oversees special events within the Town. This report highlights some of the programs from this Division related to community policing and police/citizenry interaction, as well as a note on the overall parking enforcement improvements from this past year and collections from the Detail Office.

Parking Control Enforcement

This past year, we implemented a contract with a new vendor for our handheld ticketing. This included going through the contractual process that delayed their eventual deployment. This was met with much dismay, to include periods of non-enforcement of parking meters, because of the technology problems we were having. By the end of the year, we appeared to have some consistency with the new company, but it is still a work in progress. We also experienced personnel shortages this past year and a significant decrease in overall personnel hours towards this task. This resulted in decreases to overall ticket production. However, it should be noted that the output had decreased to norms of annual ticket production pre-2015. We continue to implement a deployment system that was put in place in 2015, which has helped us make the best of a challenging situation.



Neighborhood Traffic Concerns

Complaints received from citizens relating to traffic problems in their neighborhoods are followed up by this Division. Studies are conducted to verify the issue and analyze data collected. This includes technologies that capture traffic data on specific roads. Data from past parking enforcement and accidents, if pertinent to the complaint, are also analyzed. Personnel are sent to address any parking or speeding concerns. In addition, a report is conducted with the above collected data. This data assists Traffic Division personnel in concluding what actions, if any, would address the concerns. This could include traffic enforcement measures or road design changes via the Transportation Department. An example of such were in the Warren Street area after neighbors requested we look at speeding and crosswalk violations. Another example was in the Button Village neighborhood, with cut through traffic having a major negative effect on the residents. Working with the DPW on posting signage and our Officers doing high volume traffic enforcement, the neighbors and the DPW have attested a significant decrease in cut through traffic.

Hot Spot Accident Locations

Accident prone locations are identified in the weekly COMPSTAT report and additional information is collected, along with data from accident reports to determine appropriate prevention and enforcement activities. High accident locations are chosen in an attempt to address the causation of such accidents. In addition to traffic enforcement, officers are sent to observe the locales in question. After a period of observation, they send recommendations to address potential crash factors to a supervisor. The supervisor is to follow up with Town agencies or external agencies to make recommendations. In addition, this COMPSTAT/accident information is used to assign officers to less prevalent accident locations, as well as to address accident causing behavior, citizen complaints and locales with new traffic control/design changes.

Traffic Case Management System (TCMS)

The Traffic Case Management computer system is designed to assist in the communication and data collection sharing between Traffic Division personnel. Such entries include the aforementioned Hot Spots Accident Locations and the Neighborhood Traffic Concerns. In addition, it tracks the recovery process of delinquent Detail payments and it also accounts for personnel work load and performance.

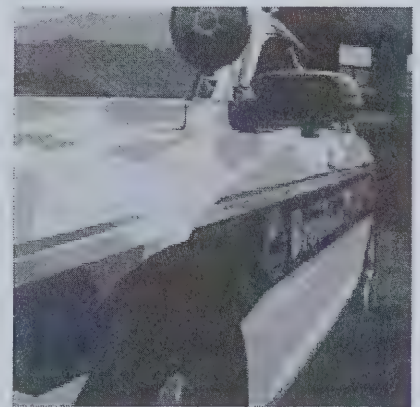
Special Events



The annual 'Boston Marathon' is an intensive collaboration with many agencies and volunteer groups. The planning process is approximately 5 months long. We take lead in this event to provide a family friendly and safe event. We assist the Parks and Open Spaces Department in conducting 'Brookline Day', by providing community policing within the event itself, along with overseeing traffic and security operations. Over a dozen of these Special Events occur throughout the year and include other notable events such as the Veterans Day ceremonies, July 4th at Larz Anderson and Summit parks, Walk for Hunger, half marathons and others.

FAIP

We proactively collect traffic related data to account for Officers performance in regards to motor vehicle stops. This involves data analysis of who the Officers are interacting with on motor vehicle stops. The data collects information on gender and race. FAIP is a proactive system that includes accounting for possible deviations from established norms. It further accounts for supervision on any matter that may need addressing. The Traffic Division collects the data and highlights statistical deviations. Significant deviations are reviewed through the appropriate Chain of Command, including an annual review by the Office of Professional Responsibilities.



Records

The Division is charged with overseeing the Department's records and archives. On a daily basis, we are the 'keeper of records' for the BPD. This past year saw the law on Public Records change and we have continued to make necessary adjustments to comply with these requirements. We have also made our website more user friendly and are attempting to add to the transparency of records that are already made public. We were assigned to a Moderator's Committee on this subject matter and with the Committee's assistance, we did a complete review on our information dissemination processes.

Detail Office

Overall numbers for the Police Detail Office for 2017 versus 2016 are listed below:

	2016	2017	Increase
#Details	11,421	13,122	15%
Hours	86,379	100,569	17%
Salary	\$3,909,930	\$4,566,405	16%
Surcharge	\$339,882	\$420,771	23%
Total	\$4,249,812	\$4,987,176	17%

Patrol Division

Special Response Team (SRT)

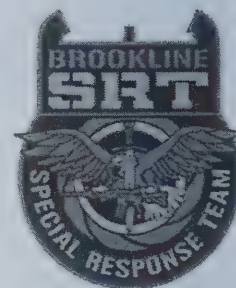
The Brookline Police Special Response Team (SRT) is made up of 15 officers from various Divisions under the supervision of Commander Deputy Superintendent Lipson, Executive Officer Lieutenant Detective Ward, Squad Leaders Sergeant Amendola and Sergeant O'Neill.

Over the past year, the SRT was activated twice – to provide security during the 121st Boston Marathon and for a mutual aid request to Chelsea for an officer involved shooting. In 2017, two officers completed their one-year probationary status with the SRT. We had two team members leave the team, one due to his resignation to join the Boston Police Department and one for personal reasons.

This year, the Team received a new vehicle for rapid scene response. This vehicle, a Chevy Tahoe, is fully stocked with all the Team's basic equipment and provides added protection with ballistic resistant doors and secures equipment storage.

The leadership from the Team attended the annual National Tactical Officers Association (NTOA) conference. This conference focused on trends in policing and debriefs from the recent Dallas Police Shooting, the Pulse Night Club active shooter, and other major police incidents nationwide. The SRT has met all training goals for 2017, including range qualification, less lethal training, scenario-based training, and de-escalation training. Throughout the year, all team members attended additional training in first aid, less lethal weapons, and gas mask use. In the fourth quarter 2017, the Team trained for a week working on team building, less lethal capabilities, and a variety of other aspects to tactical training. In December 2017, the Team was trained in a new breaching technology by Safariland.

The Team is currently working on procuring more equipment, vehicles and training through different UASI grants through the approval of Deputy Superintendent Lipson. In 2018, the team plans to add more personnel, attend leadership training, attend the annual NTOA conference, and continue to build on the regional relationships it has have established. The Team has built a yearly training model for 2018 to ensure continued success.



Bike Unit



Currently, the Brookline Police Bike Unit is made up of 19 Officers from various Divisions under the direction of Unit Commander Deputy Superintendent Lipson, and supervision of Sergeant Amendola and Sergeant Sutherland.

During the year, the Bike Unit was activated multiple times to provide security and regional assistance for the following: the 121st Boston Marathon, 2017 Sail Boston event, New England Patriot's Super Bowl game, the New England Patriot's Super Bowl parade, and multiple freedom of speech rallies on the common. The Bike Unit was also activated multiple times to provide security and assistance in support of the Patrol Division for the following events: In-town Bike Parade, Brookline Day, Brookline Village Day and other smaller, local and town events. We also participated in the "Cone Head" program this past year. This program is developed to encourage children under 13 to wear a bike helmet by rewarding them with a "ticket" for a free ice-cream at a local ice-cream parlor.

The team has had a few changes over the course of 2017. The team has added two new officers. These two members came to the Team bike certified and trained; having been previously certified in their respective police academies. The Team also attended a riot control training with the Boston Police Bike Unit and surrounding teams in the area.

In the last year, we have continued to build our relationship with the Commander of the Community Service Division, Deputy Superintendent Gropman, and have inserted some CSD officers into a number of our missions and activations listed above. Looking ahead, we hope to assist the town by any means necessary to enhance the safety of bike riders in Brookline.

Lastly, we continue to make strides to remain mission ready and continue our relationships with outside agencies to help support any mission if it should come our way.

Liquor

From January 1 through December 31, 2017, forty-six (46) Administrative Inspections were conducted. Administrative inspections involve an inspection of the licensed premise to ensure compliance with State and Local laws, including required signage, training, etc. For those licensed establishments with outside seating, the inspection includes ensuring they meet the outdoor seating requirements. During the year, one hundred and fifty-one (151) one-day licenses were issued and fifty-three (53) special reports were completed (alteration of premises, entertainment licenses, manager changes, liquor investigations, new licenses, license transfers etc.).

In 2017, seven (7) warnings and five (5) fines were issued for violations which occurred during administrative inspections. The ABCC did not conduct any compliance checks in the Town during the calendar year. During the year, there were no liquor stings performed. The lack of age eligible qualified interns prevented the liquor office from completing compliance checks. It appears that we now have interns who can meet the age requirements, so there will be compliance checks done in the first quarter of this year. There were no outstanding liquor violations in 2017. One issue did occur at the beginning of 2017 at Barcelona Restaurant where a female patron was removed from the premises by police after being properly refused service by staff. The investigation revealed that the patron was not overserved and was refused service after showing signs of intoxication.

The staff person in the Town Administrator's Office who handled liquor license requests for the retired at the end of 2017. The Liquor Officer met with her and they went over some items that they would like to change and update to streamline the licensing process, as well as provide more public information. Currently, when a request is presented to the Select Board office and forwarded to the police for vetting, any number of required documents can and are usually missing. This results in this office spending a great deal of time just trying to track down the correct required documentation to process the request. In 2018, we hope to streamline this process by updating the Town website with a checklist of required liquor documentation that must be included in any liquor request made to the Town.

Additionally, when incomplete requests are presented to Town Hall, if they do not include all of the required documentation, they will not be accepted and sent to the liquor office. They will be returned to the party making the request and not be accepted until they can present a full and complete package. We hope this will result in liquor requests being forwarded to the liquor officer that have all required documentation included, and allow a faster processing time. By placing more information on the Town website, it will be easier for anyone needing to make a liquor license or other type of request to have the correct information, as the Town has its own licensing requirements in addition to the State liquor laws.

In 2018, the Liquor Office is planning to host a liquor license seminar sometime during the Spring, as has been conducted in prior years.

Lodging

During the last six months of 2017, twenty-three holders of Lodging House licenses have been inspected. All were in compliance with postings and record keeping. In addition, the Lodging Officer conducted two background investigations for two different license holders because these license holders changed agents in the last six months.

In 2017, the Lodging Office continued to receive inquiries from patrol officers, fire officials, Health Department inspectors and Building Department employees regarding Airbnb rentals, as well as some complaints about property owners who have been advertising online, leasing separate bedrooms and putting people previously unknown to each other in same apartments.

A Coolidge Corner residence is the most recent example another Town agency expressing concern about an illegal lodging house being operated by the resident owner. While most of these situations do not come under the Lodging House by-laws, the Town agency reported that they observed 6-8 rooms as having separate locks and that a resident came forward and told officials that each room is rented for \$900 per month. Additionally, there was a concern expressed about the lack of a sprinkler system. The Lodging Office will follow-up with the owner and encourage them to apply for a license before taking any Court action.

The remaining 21 licensed lodging houses will be inspected in the spring.

Patrol Warrant Unit

The Patrol Warrant Unit (PWU) continues to be pro-active in initiating investigations independently and assisting with information sharing for other investigations including those conducted by the Detective Division. Our success in 2017 shows a good increase in two-way communication across Divisions, mainly both ways via the channel of Detective Division to Patrol Warrant Unit. A high goal for 2017 was set to have a 15% increase in warrant clearances compared to the overall 2016 statistics, this goal was met - with a near 28% increase in individuals targeted and a 43% in outstanding warrants cleared. With the addition of new proactive personnel, the PWU strives for a 10% increase on the 2017 numbers in 2018. Additional goals would be to devote some extended efforts into higher priority targets that may have been wanted for a long period of time and to continue with the use of technology in investigations, attending training to further our capabilities and knowledge, select targets strategically, strengthen working relationships with outside agencies, and continue to work towards the overall reduction of crime within the Town and Region by locating a number of those who are still wanted on outstanding warrants and still engaged in the commission of crimes.

In 2017, we continued to have a strong working relationship with the State Auditor's Office – Bureau of Special Investigations (to assist in identifying fleeing felons who may be receiving state public assistance) as well as the US Postal Inspection Service. These resources have been of great assistance in furthering investigations for wanted subjects and locating them both inside and outside of the Town of Brookline.

The Patrol Warrant Unit has strengthened working relationships and continues to work closely the Boston Police Department Fugitive Unit, the MA State Police Violent Fugitive Apprehension Section and the US Marshal's Service conducting external sweeps and investigations, with investigations being conducted with all of the above agencies throughout the year.

For the majority of the second half of 2017, the Patrol Warrant Unit was comprised of 8 officers (Daniel Avila, Noah Brother, Brian Bridges, Kristin Healy, John Jennings, Michelle Lawlor, Michael O'Connor, and Robert Teahan - *Teahan until early July when promoted to the rank of Sergeant) and added 3 additional members in the middle of October (William Walker, Brian Gallagher, and Brian Sheehy). All 10 PWU officers are under the Supervision of Detective Sergeant Matthew McDonnell. The PWU officers represent all shifts and various divisions within the Department.

When seeking additional officers to add to the PWU after a posting in June, a total of 11 officers put in to become a part of the Warrant Unit. A number of the officers were newer/probationary officers, but this should be taken as a positive sign of their desire to learn and be involved in additional facets and opportunities within the department.

The goals set forth in the PWU's Mid-Year point – to add new personnel, conduct more external sweeps, and be proactive in researching and initiating investigations through the officers' own initiation – have mostly been met with approval by the PWU Supervisor. In order to meet its goal to utilize technology in investigations, PWU officers attended a basic investigative Coplink training in January 2018 and some will be attending training on Social Media in Investigations in February 2018.

The total statistics of the Patrol Warrant Unit for the full year 2017 include the below in comparison to 2016:

- **92 subjects/individuals targeted or investigated (2016 – 72 subjects, 2015 – 63 subjects targeted/investigated) – 27.78% increase over 2016**
- **162 separate outstanding warrants cleared either through arrest, turn-in by initiation of PWU such as calling subjects for minor offenses and requesting the clear their warrant otherwise we would initiate an arrest, or through investigation such as confirming a subject is in custody of the County, State, Federal custody possibly being held on other charges. (2016 – 113, 2015 – 103 separate outstanding warrants) – 43.36% increase over 2016**
- **The breakdown of the above 162 warrants is as follows; 61 by way of arrest, 13 turn-in, 21 by investigations. (2016 – 53 arrest, 8 turn-in, 11 by investigations; 2015 – 49 arrest, 2 turn-in, 12 by investigations)**
- **The outstanding warrants have been comprised of over 29 different issuing courts including Massachusetts District Courts, MA Juvenile Courts, Massachusetts Superior Courts, and a US District Court (2016 – 29, 2015 – 16)**

We look forward to continued improvement and exceptional arrests going forward in 2018 that will support the overall goals of the Brookline Police Department as a whole and continue to contribute to the reduction of crime in the community. In looking at the reduction of violent crimes in Brookline in 2017, it is believed that the pro-active efforts of the Patrol Warrant Unit have contributed in part to this reduction.

Animal Control Unit

The Animal Control Officer (ACO) is very knowledgeable about animal control issues in Town. In 2017, the ACO handled 758 animal related calls and issued 72 By-Law Citations. The ACO spends a significant amount of time in designated "Green Dog Program" parks and practices Community Policing in the fair manner in which he interacts with dog owners and others using the park, answering their animal related questions and enforcing by-laws when needed.

The ACO makes himself available to respond to priority animal calls from home, and even when he is unable to respond, he is a great resource by phone. He writes timely reports, does a good job in court for animal related matters, and is good at communicating with the patrol supervisors regarding his day to day activity. He is consistently following up on cases or assisting patrol officers with incidents involving animals.

Public Safety Dispatch Center

The Brookline Public Safety Dispatch Center currently has a staff of twelve full-time Emergency Telecommunications Dispatchers, three trainee Dispatchers, and one Chief Emergency Telecommunications Dispatcher. One Dispatcher resigned and two Dispatchers have moved on to the Police and Fire Departments. As a result, three Dispatchers were hired in the 4th quarter of 2017.

The Dispatchers of the Brookline Public Safety Dispatch Center in 2017 were given many training opportunities provided by the Brookline Police and Fire Departments, totaling three hundred and forty initial and continuing education training hours. A major training highlight was when the entire staff was assigned to General Dynamics Information Technology's facility in late February and early March to be trained in the Next Generation 911 system and learn about its new capabilities.

The Brookline Public Safety Dispatch Center has been preparing for Next Generation 911 Technology and Equipment provided by the Massachusetts State 911 Department and General Dynamics Information Technology. Equipment installations took place in March 2017 and our E-911 Dispatchers began operating the first new 911 System since 2006 as of March 22nd 2017.

In September 2017, the Brookline Public Safety Dispatch Center was designated as a Wireless Direct Center capable of receiving wireless 911 calls intended for the Brookline PSAP directly rather than being transferred from Mass State Police and other wireless centers. This is a milestone accomplishment made possible by the new NG911 system and will enhance the speed and effectiveness of citizens who call 911 getting the help they need.

During 2017, the Emergency Telecommunications Dispatchers of the Brookline Public Safety Dispatch Center had made 71,044 Police Computer Aided Dispatch Entries, 9,775 Fire Department CAD entries, and had assigned 6,018 Case Incident numbers. Also, throughout the year, there were 14,399 Emergency 911 calls that were received and processed from both landline and Wireless phones.

Below are the statistics covering January 1 – December, 31, 2017 for the number of Police, Fire, Ambulance/Medical, and 911 Calls that were received and dispatched by the Emergency Telecommunications Dispatchers of the Brookline Public Safety Dispatch Center:

- CAD Entries: **79,244**
- Police Calls: **71,044**
- Fire Calls: **8,200** (includes all Medical Calls BFD responded to).
- Ambulance/Medical Calls: **4,655** (includes Medical Assists/Transports).
- 911 Calls: **12,336**

Crisis Intervention Team

The Department's Crisis Intervention Team (CIT) is dedicated to helping those members of our community struggling with mental health issues and substance abuse disorders who come to the attention of law enforcement. When appropriate, instead of confronting and arresting a person who shows signs of emotional distress, CIT members are trained to de-escalate a crisis and assist clients into treatment instead of the criminal justice system.

The CIT model includes a follow-up component to help the client stay on track with service providers so that they may continue to avoid involvement in the criminal justice system. Members of the CIT responded to approximately 900 calls involving someone with a mental health issue in 2017, and attempted to follow up on approximately 22 suspected opioid overdoses.

CIT officers actively worked to support 76 individuals with chronic and ongoing mental health or substance use disorders throughout 2017. This included not only responding to 911 calls for these individuals, but conducting follow-up visits and phone calls, coordinating with community resources and service providers, working with individuals and families to plan for safety in the event of a future crisis, and checking on wellness. Officers have shown flexibility, patience, and compassion in this work, resulting in positive outcomes where individuals who may in the past have fallen through the cracks are receiving the services they need. These efforts help build trusting relationships between the community and the Police Department in addition to helping individuals struggling with these conditions maintain safety and well-being in the community.

To become a member of the Department's Crisis Intervention Team, officers must attend forty hours of CIT training, in addition to Mental Health First Aid and all required MPTC in-service training. In 2016, the Brookline Police Department became a host site for trainings due to a generous grant from the Department of Mental Health.



In 2017, the Brookline CIT-Training and Technical Assistance Center (TTAC) held two 40-hour trainings, and trained a total of 71 police officers from the following agencies: Brookline, Boston, Boston University, Braintree, Dedham, Foxborough, Milton, Needham, Newton, Norfolk County Sheriff's Office, Norwood, Walpole, Wellesley, Westwood and Randolph.

As of December 2017 approximately 60% the Brookline Department has volunteered to attend this training and members of our CIT can be found across all ranks, divisions and shifts. Furthermore, throughout 2017, our Department worked closely with the Department of Mental Health to expand the capacity of our TTAC going forward, and additional grant funding allowed us to hire a full time Master's level clinician and administrative assistant to assist officers with more complex cases, and to expand our capacity for training to offer six 40-hour trainings per calendar year. We continue to partner with NAMI-Massachusetts to host quarterly stakeholder meetings with our public and private sector partners, and to meet regularly with our partners at Brookline Community Mental Health, the Council on Aging, the Brookline Public Schools, the Brookline Housing Authority and our Office of Veterans Affairs as needed.

Greater Boston Law Enforcement Critical Incident Stress Management Team

The Greater Boston Critical Incident Stress Management (CISM) Team has been established as collaboration among ten police departments in the Greater Boston area, to include: Arlington, Belmont, Brookline, Cambridge, Chelsea, Everett, Somerville, Tewksbury, Watertown and Waltham for the purpose of supporting the officers within these police departments. The Team is a resource of specially trained officers who will serve as Peer Support and provide peer counseling to officers who have experienced a traumatic event or may be affected by a loss. Brookline PD CISM Team Members are: **Lt. Jennifer Paster, Sgt. Chris Malinn**, Sgt. John Canney, **PO Peter Muise, PO Sean Williams**, PO Tim Stephenson*, PO Kristin Healy* and Detective David Wagner* (**BOLD** indicates that these members received training in ADVANCED group crisis intervention in 2017, and an asterisk* indicates that these officers received initial GRN training in 2017).

Members of the CISM team can be activated 7 days a week, 24 hours a day without notice. Participating departments are urged to activate CISM following any of the “top ten” events: 1) Line of duty death, 2) Suicide of a colleague, 3) Injury or death of a child, 4) Victim known to the responder, 5) Discharge of a firearm, 6) Prolonged failed rescue, 7) Mass casualty incident, 8) Excessive media coverage of incident, 9) Administrative betrayal, and 10) Personal safety

During 2017, members of the Brookline Police Department CISM responded to ten incidents to support officers from surrounding communities, and called for support following one incident in 2017. Members of our own Department held informational defusing sessions following the untimely and unexpected death of Lieutenant June Murphy in May 2017.

Fire Department

Robert Ward, Chief

Administration Division

It is with great pride I present the 2017 annual report for the Brookline Fire Department. We are honored to serve each citizen and visitor in our community and we are very proud to deliver the highest level of Fire and EMS services possible. We are committed to excellence and we are focused on providing the best care possible in a quick and professional manner. We understand that providing outstanding customer service is why we exist and this remains the foundation of our fire department's mission.

The Administrative Division consists of a Fire Chief, Chief of Operations, an Executive Assistant, and an Information Technology Systems Analyst. Additional administrative staff, shared with the Police Department, includes a Public Safety Business Manager and three clerical staff. The Division is responsible for both the day-to-day operations of the Fire Department as well as long range planning and budgeting. The office also interacts frequently with citizens and business owners, town, state and federal officials, other fire departments as well as other town departments.

There were 10 retirements in 2017. The Department also saw 12 permanent promotions including Robert Ward to Chief of the Department and Keith Flaherty to Chief of Operations.

Additionally, there were other notable activities which occurred during the past year, including, but not limited to;

- The purchase of 1 Engine and 1 Ladder Truck.
- Graduated two recruit classes which included 16 Brookline Firefighters as well as multiple members from several other communities.
- Actively recruited women and minorities in an attempt to diversify the department, through college and career fairs, networking with Women Thriving in Brookline and a strong social media presence.
- Received the 2016 Assistance to Firefighter Grant Award in the amount of 292,000 for tech rescue training of 18 department members and 6 members from surrounding UASI departments.
- Maintained a Class 1 ISO certification.
- 2 members of the department received Medal of Valor's at the 28th annual Firefighter of the Year Awards for the heroic actions they displayed during a fire.
- These are just a few of the many accomplishments that have occurred over the past year. Contained within this report is the culmination of the efforts, skills, commitment and dedication of each and every member of the organization. The department remains committed to providing quality service as we strive to meet the expectations and ever changing demands of the community.

Fire Suppression Division

The Fire Suppression Division is divided into four working groups (shifts) whose responsibilities include the protection of the lives and property of the people of Brookline from fires, natural and manmade disasters, and hazardous materials incidents, as well as saving lives by providing Emergency Medical Services, preventing fires, and enforcing State Fire Laws and Codes. Suppression is the largest Division of the Fire Department and is staffed by 4 Deputy Chiefs, 7 Captains, 21 Lieutenants and 114 Firefighters. They respond from five fire stations geographically distributed throughout the town.

The BFD responded to a variety of incidents from medical and household emergencies to major accidents and structure fires. In 2017 we saw 27 structure fires in multifamily homes, and high-rise buildings, as well

as single family homes. Fire Department response was exemplary in all instances. Our emergency response system has proven to be multi-dimensional, efficient and effective in all phases of response. All structure fires for the year were contained to the building of origin with no extension to exposures. In 2017, suppression fire companies responded 13,356 times (8% increase) to a total of 8,201 calls (2% increase). Of these, 4,659 (7.5% increase) were for medical emergencies (including multiple administrations of Narcan and numerous performances of C.P.R), 706 were box alarms (23% increase) and 3,900 were still alarms (10% increase) for hazardous conditions, service calls, and other assistance rendered.

To maintain their skills, fire companies reported to the training facility 300 times for classes and practical evolutions. Suppression companies also conducted 533 building inspections of structures with 6 units or more for compliance with Mass. General Laws regarding detection equipment and conditions relative to occupant safety. Upon the transfer or refinancing of property, a smoke and carbon monoxide detector inspection (commonly called a 26F inspection) is conducted. Fire companies performed 875 26F inspections (6.5% increase). In compliance with Mass General Laws, fire companies conducted 104 quarterly fire drills in school and educational occupancies. The town received or rendered mutual aid to surrounding towns 129 times in accordance with our METROFIRE agreement.

Multiple alarm fires in 2017 included structure fires on Beacon Street, Aspinwall Avenue, Village Way and Babcock Street

In 2017, the Brookline Fire Department continued its time honored tradition of rendering efficient and effective fire extinguishment and life- saving efforts to the entire community.

Fire Maintenance Division

All vehicles have been serviced two times during the year of 2017 which consists of grease, oil, and oil filters and tune-ups. All vehicles have had an Annual Registry of Motor Vehicle State Inspection along with a DOT inspection. All vehicles have been winterized with antifreeze. All tire chains have been repaired or replaced. All five Hurst tools are due to be serviced spring of 2018. All portable generators and pumps have been serviced and tested. Four air samples have been taken on both high-pressure air compressors. Quint 4 ladder test has been done. Ladder 2 and Ladder 3 are due in Spring, 2018 for test. Ladder 1 is new. All pumps have been tested. All non-car vehicles have been rust proofed and undercoated. Twenty-five ground ladders are due to be tested Spring, 2018.

Engine 1 - Major refurbishment done 2016

Engine 3 – Two pump valves rebuilt, numerous lights replaced.

Engine 5 - New in 2016

Engine 6 – Partial refurbishment done- Pump rebuilt, intake and discharge valves replaced. New front suction valve was installed, new springs, brakes and suspension. New tires, batteries, alternator, and starter were installed. New battery jumper ends, seat belts and seats reupholstered. Also minor body work was done.

Engine 11 / SPARE – Two new batteries, four new brake chambers, four new tires, and new wiper motor installed.

Engine 14 / SPARE – Numerous lights replaced, pump packing replaced, four new seatbelts, new fuel take, six discharge valves rebuilt.

Engine 15 / SPARE – Four new tires, four discharge valves rebuilt and numerous lights replaced.

Ladder 1 K.M.E. - New arrival from factory 12/28/17

Ladder 2 – Numerous lights replaced

Ladder 3 Pierce– New arrival in March, 2017

Quint 4 2010 Pierce – Major body work done due to ice coated roads resulting bad crash

C1- Front/Rear brakes, two new tires

C2 New 2016 Ford Expedition

C3 – Four new tires

C4 – New battery, four new tires

C6 – Two new tires and new battery

H1 – Four new tires, front and rear brakes

H2 2009 E250 Ford Van - New battery

K1 2014 Ford Taurus – 2 new tires and new battery

K2 2010 Toyota Prius – 4 new tires

K3 2012 Toyota Prius – 4 new tires

M1 – Major Engine work done. This truck was taken out of service 12/17 due to major engine issues and extensive rot & corrosion; not worth repairing.

M2 – 4 new tires, new battery, and rear bumper replaced

S1 New 2016

Squad 1 2001 Ford F250 – Two new tires (heavy rust and corrosion on undercarriage)

New equipment received in 2017

K.M.E. Ladder 1 and Pierce Ladder 3

Major work needed on vehicles in 2018

M1 2008 Ford F350 - Major engine work needed, heavy rust and corrosion on undercarriage, body completely rotted out. Not worth repairing, recommend replacement ASAP

H2 2009 Ford E250 - Major transmission work needed. Severe rust and corrosion on undercarriage; Recommend replacement

Squad 1 2001 Ford F250 - extensive rust and corrosion undercarriage; Recommend replacement due to age and corrosion.

K2 2010 Prius / K3 2012 Prius recommend replacement due to age.

Engine 11 1992 - spare Major body work and undercarriage work needed, not worth repairing.

Vehicles to be replaced in 2018 or ASAP – M1, H2, K2, K3, Squad 1 & C6

Equipment Needed

2 spare hydrant gate valves

2 spare steamer connection gate valves

1 waterway valve for new ladder 2

3 new K12 saws

3 new chainsaws (ours are quite old and not worth repairing when breaking)

Extra fire hose to compliment house load on spare pumps and stock for bad hose taken out of service.

Extra foam

Heavy duty kerosene heater for shop (thawing frozen fire hose and equipment)

Software for Maintenance Division Computer (designed for fire department maintenance). Also an Ipad or laptop computer to be used for maintenance.

Going forward:

Recommend program be instituted to do rust proofing / under coating on all new vehicles as received.

Fire Alarm Division, Brookline Public Safety Dispatch Center

The Brookline Public Safety Dispatch Center at the end of 2017 is composed of twelve full-time Emergency Telecommunications Dispatchers, three trainee Dispatchers, and one Chief Emergency Telecommunications Dispatcher. One Dispatcher resigned, and two Dispatchers moved on to the Police and Fire Dept. in 2017, resulting in the hiring process of three trainees in the 4th quarter of 2017.

The Fire Alarm Division has continued to train to the highest standards possible and has provided continuing education in Emergency Medical Dispatch. All Dispatchers were provided with multiple training opportunities that included but were not limited to the following topics in 2017: CPR/AED certification, MA First Responder, Fire Service Dispatch, Crisis Communications, and the Mass Fire Academy Rapid Intervention Training for the Dispatcher Course. A major training highlight for the entire staff was when they were assigned to General Dynamics IT's facility in Westwood in Spring, 2017 to be trained on the newly activated Next Generation 911 system deployed across the Commonwealth.

The Brookline Public Safety Dispatch Center has been preparing for Next Generation 911 Technology and Equipment provided by the Massachusetts State 911 Department and General Dynamics Information Technology. Equipment installations took place in March, 2017 and our E-911 Dispatchers began operating on the first new 911 System in the Commonwealth since 2006 on March 22, 2017. This Next Generation 911 system is a network based IP 911 system enhanced with security upgrades, improvements in mapping technology, and capable of future 911 features like Text to 911, which will be made available to the community possibly in 2018.

In September, 2017, the Brookline Public Safety Dispatch Center was designated as a Wireless Direct Center capable of receiving wireless 911 calls intended for the Brookline PSAP directly rather than being transferred from Mass State Police and other Wireless Centers. This is a milestone accomplishment made

possible by the new NG911 system and will enhance the speed and effectiveness of citizens who call 911 getting the help they need.

The Emergency Telecommunications Dispatchers of the Brookline Public Safety Dispatch Center in 2017 fielded approximately 235,000+ Fire and Police business line calls and handled 14,399 incoming and outgoing Emergency 9-1-1 calls. In 2017, Dispatchers made 79,244 Computer Aided Dispatch Police and Fire entries. Of the 79,244 entries made 8,200 were Fire Department calls for service that were dispatched and responded to by the Fire Suppression and Fire Prevention Divisions. Out of the 8,200 Fire Department Incident Runs, 4,659 of those were Medical and Rescue related incidents.

Fire Training Division

The Training Division is staffed with one Deputy Chief and one Captain. This Division is responsible for initial recruit training, as well as the continuing education and training of the Fire Department personnel. The Training Division also has a continued partnership with the Massachusetts Emergency Management Agency (MEMA), State Homeland Security Urban Area Security Initiative (UASI), Battle Road Regional Emergency Planning Committee (BREPC) and Mayor's Office of Emergency Preparedness (MOEP). Together in this Unified Organization, the Training Division is at the forefront in this regional co-operative when it comes to keeping this department informed in the newest training initiatives.

In 2017 the training division conducted two regional recruit classes. Each training academy runs for a ten-week period. Skills taught during the academy include firefighting, car extrication, MBTA emergencies, EMS services and technical rescue fundamentals. The two classes had a total of thirty-nine recruits from five communities: Brookline (16), Chelsea (10), Dedham (3), Malden (6), Marlborough (4). The division is anticipating conducting its next recruit class in late 2018.

The Training Division also provides comprehensive instruction that covers both re-certification of skills and new certifications to the Departments line personnel. The certifications are recognized by the state and enable us to play a larger role in regional training exercises. The Training Division conducted over twenty-five different classes of instruction. Some of the topics covered included the following fields of study:

- Fire Suppression
- Emergency Medical Service Instructions
- Fire Department Communications
- Responding to Elevator Emergencies
- Auto Fires
- Vehicle Extrication
- S.C.B.A. Training
- Ice and Water Rescue
- Hazmat Response
- Operation of the Mass Decontamination Unit
- Rapid Intervention Team Training (R.I.T.)

We also utilized expertise from the following outside agencies during training exercises:

- Eversource Utilities
- Mass Fire Academy
- Boston Fire Department Training Division
- Fallon Ambulance

The Department Company Officers continue to conduct their daily In-Service Training in the stations, which helps to reinforce the knowledge and skills of their group members. A yearly list of subject matter has been distributed to each station. The Training Division also distributes supporting instructional material, references and resources necessary to aid company officers with their daily "In "Service Training".

In addition to the division's normal activities, for the calendar year 2018 the Training Division looks forward to breaking ground on a new multi-million-dollar training facility to be located behind Station 6 on Hammond Street. The Training Division will also continue its efforts alongside the Brookline Police Department to create an interagency emergency response plan to active shooter situations. The two departments plan to work together to stage additional active shooter drills during the course of the year.

Fire Prevention Division

The Bureau of Fire Prevention is headed by a Deputy Chief. The staff consists of 1 Captain, 1 Lieutenant, and a full time clerk. The personnel of the Bureau focus on all aspects of life safety. Their primary objective is to reduce preventable deaths, injuries, and property loss through our extensive public education programs, fire inspections of commercial properties, and through enforcement of adopted fire codes. The process of fire inspections in combination with code enforcement and fire prevention education enlightens building owners and tenants. This helps to gain voluntary compliance, as well as limit the number of repeat violations in the future. In addition to annual fire safety inspections of commercial properties, the fire inspectors have a wide range of other responsibilities which include:

- Continued documentation of fire reports and photos in FIREHOUSE.
- 24 Fire investigations that accounted for a total dollar loss of \$1.1M.
- Received and processed all telephone, in-person, and email inquiries.
- Maintained an all-access public fire prevention window for issuing fire permits, smoke detector certificates and conducting department business.
- Managed 533 annual inspections of buildings with 6 units or more. These building inspections were performed by the fire suppression companies.
- 875 Smoke Detector and Carbon Monoxide certification inspections.
- 176 Certificate of Occupancy inspections.
- 526 Fire Permits issued.
- 1866 Fire details performed.
- 215 Plan Reviews completed.
- 22 Inspections of the install and removal of above and underground oil storage tanks.
- 60 Quarterly Health Care Inspections conducted for licensed facilities.
- 49 Lodging House Inspections.
- 150 Common Victualler License inspections.

- 20 Retail Package Store Inspections.
- 4 Second-Hand Motor Vehicle License Inspections.
- 2 Second-Hand Articles License Inspections.
- 5 Inn Holders License Inspections.
- 61 Open Air Parking Inspections.

This year the Town transitioned to a new permitting system called Accela in mid- June. All members of Fire Prevention have been trained in its use. Accela has the ability to allow residents to apply for permits and schedule inspections from home. Fire Prevention is working with the Town IT to make this a reality for residents by mid- year.

Fire Prevention formalized a new policy for the installation of BDA's, bidirectional antennas. These antennas are required, where needed, in all new buildings or those undergoing significant rehab. This will insure that Firefighters are able to communicate effectively in all areas of a building. We have also instituted a policy for new buildings and those undergoing significant rehab that they must submit and follow NFPA 241: Standard for Safeguarding Construction, Alteration, and Demolition Operations.

Building Department

Daniel F. Bennett, Building Commissioner

Code Enforcement and Inspection

The Building Department is responsible for administering the General Laws of the Commonwealth of Massachusetts and Town of Brookline bylaws as they relate to land use and the construction and occupancy of buildings and structures.

The Department's goal is to safeguard the public health, safety, and general welfare through structural strength, means of egress, facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment.

Staff enforces the State Building Code as well as Town by-laws and regulations related to zoning, building, plumbing, gasfitting, electrical, fire safety, sprinklers, accessibility, noise, signage, preservation and demolition. The Department performs annual inspections of lodging houses, places of assembly, parking facilities and common victualler locations prior to their license renewal. Building Department staff reviews applications and inspects projects for which permits have been issued and enforces provisions of the Massachusetts State Building Code.

The Building Department issued 6733 permits in 2017. There were 15 new single-family residential building permits issued and 5 permits for multi-family residential buildings (40 Units). In addition, there were numerous permits issued and inspections performed for additions, alterations, roofing, siding, window replacement, basement, bathroom and kitchen renovations. As a result, there were more than 400 certificates of occupancy & use, annual inspections and condominium conversions issued.

Pursuant to M.G.L. inspectors attended continuing education courses offered by the Board of Building Regulations and Standards. These courses assure that inspectors are well versed in code changes, latest construction materials and methods. The continuing education courses will be an even more valuable tool as the State transitions to the 9th Edition of the Massachusetts State Building Code. The Department is committed to reducing paper usage/storage and trips to Town Hall with on line permitting and accepting credit card payments. In June the Department went live with the new Accela Permitting System. In addition, a new on line application process was introduced requiring all Building, Sign, Mechanical, Sprinkler and Zoning Denial Letter application be submitted on line only. Plumbing, Gas and Electrical applicants have the option of applying on line or in person pursuant to State requirements. On line applications require all supporting documentation including construction plans, license information, workers comp insurance, contracts, affidavits, reports and other technical information to be downloaded in digital format. This aligns with the departments desire to enhance document storage and minimize paper usage.

The following major projects took place in 2016:

- Completed construction of a new structured parking garage at Brookline Place
- Received application and commenced plan review for new 10 story hotel with parking garage on Brookline Ave
- Building Department staff continues to perform regular onsite inspections of the Additions/Renovations to the Devotion School Project
- Continue to perform the required inspections for the construction of a Limited Service Hotel and Retail space partially located in Brookline (former Cleveland Circle Cinema)
- Completed demolition activities for the redevelopment of 2-4 Brookline Place
- Completed construction of a new 30,000 s.f. Field House and renovations the current to Ice Rink at Dexter School
- Completed construction of a 70,000 s.f. Theatre Building with accessory studio space and production shop at Boston University
- Provided staff support to the Board of Appeals and Planning Dept. for numerous Comprehensive Permits applications

- Substantially completed the 22,000 s.f. research and design addition at the Beaver Country Day School

Permits Issued	6,733	Certificates Issued	428
Building	2,267	Plan Review	69
Electrical	1,633	Builder's Licenses	1
Plumbing	1,308	Board of Appeals Cases	90
Gas Fitting	946	Lodging House	51
Mechanical	428	Violation Notices	24
Sprinkler	28	Inspections:	
Sign/Façade	54	Common Vic./Food Vendor	213
Occupancy	139		

Public Buildings

The Public Buildings Division of the Building Department is responsible for the repair, maintenance, rehabilitation and general upkeep of all Town and School buildings. Division staff provides services to all Town and School buildings. The Division uses its staff for emergency calls, small to medium size projects and completion of those items left over from larger projects. Generally large-scale projects and preventative maintenance is performed by outside contractors. In addition, specialized services such as burner/boiler maintenance, fire alarm and glazing services are performed by outside contractors. Buildings are monitored through our energy management system for heating and cooling. For outside contractors, there were 1800 service orders issued in 2017, while department tradesmen handled 7500 in house work orders. A majority of these work orders are due to increasing preventative maintenance work.

Department staff continues to work with the School Administration to find and create additional space for the ever growing school population. This includes the creation of teaching spaces at the High School, in anticipation of the larger class population moving through the district. The Devotion School Addition and Renovation is scheduled to be completed by September, 2018. The Building Department will assist the Schools in their transition from the Lower Devotion (30 Webster) and Upper Devotion (Old Lincoln School) to the new Devotion School over the summer. In addition to routine maintenance and testing that occurs in the summer, schools were painted and new carpeting was installed.

As part of our energy savings measures new LED lighting has been installed in the Town Hall, Coolidge Corner Library and Municipal Service Center. Funding for this project was partially paid from the Green Communities Grant. Other sources of funding include the Eversource rebate programs and CIP funding. A new domestic hot water system was installed at the Kirrane Aquatics Center and Phys Ed building using new 98 % efficient condensing boilers. A portion of the costs associated with these installations were part of a National Grid rebate program.

The Solar program to install panels at several Town and School buildings has been in the planning process for many years. There have been several setbacks. The Town will continue to pursue the approval and installation of Solar panels with the State. This would pay for panels to be installed at the Runkle School. In addition, the Town signed an agreement with a firm that would allow the Town to use a credit on our electric bills from two solar installations at two MBTA parking facilities. The Public Buildings Division continues to expand security measures; additional security systems were installed at a number of Town Buildings. This includes the Libraries, Senior Center and Golf Course.

Capital Improvement Programs (CIP) include the ongoing work at the Fire Stations – including the plans for a new maintenance and training facility at Fire Station No.6. A new asphalt shingle roof has been installed on the Museum of Transportation as well as roof work on portions of the Baker School. The elevators at the Town Hall and Tappan Street Gym were upgraded and modernized as part of a long term program for elevators. As the CIP continues to be funded Building Department staff works internally to plan and implement the Roof Replacement program, Building Envelope & Fenestration repairs, Fire Alarm upgrades, Elevator Modernization Program and many others.

The Municipal Service Center renovation/expansion project is completed. A new wash bay was added and shops, storage and office space was reconfigured. The Kirrane Aquatics Center project (lobby, office, locker room and pool renovations/repairs) was also completed.

Building Commission

The five Building Commission members are appointed by the Select Board in accordance with Town By-Laws. Three staff members report to the Commission. Collectively their responsibilities include the management of engineers and architects and oversight of contractors in connection with construction work on public buildings.

Typically, at the beginning of a project, the Commission assists the user group in identifying program and infrastructure needs. Once funds are approved by Town Meeting, the project proceeds to design and then construction and closeout. The Commission's staff conduct many of its routine activities and report regularly to it.

In calendar year 2017, the Additions and Renovations to the Edward Devotion School continued and the project itself remained the largest of a number of projects managed by the Building Commission and its staff. Its planned completion date is the summer of 2018 and the Commission and staff worked closely with all stakeholders, architect, contractor and other vendors to advance the work. Interacting with the Massachusetts School Building Authority (MSBA) ensures engagement with them in reporting progress, site visits, reimbursement requests and other communication to foster a good partnership.

In the first quarter of the calendar year, on site work progress included structural steel, footings and foundations and commencement of framing, roofing and other work. The second quarter saw the continuation of all those activities along with the commencement of MEP rough-ins, spray fireproofing, sheathing, AVB installation, interior LGM framing and site work. Structural steel erection was completed, detailing continued. The Third quarter added the start of exterior and interior masonry, interior drywall and blocking, curtainwall installation and the completion of structural steel detailing, concrete slabs and roof membrane. By the end of the calendar year, the building envelope, MEP rough-ins, LGMF, interior drywall and blocking, permanent gas and electric service were complete or nearing completion. Interior finishes were underway and site work continued.

Apart from construction, other efforts began for the procurement of Furniture, Fixtures and Equipment and for move planning and other activities ancillary to the project, all with the goal of reaching completion in the summer of 2018

Other projects in which the building commission was involved with are as follows:

- Municipal Service Center Renovations – completed spring of 2017
- Building Envelope Work (UAB) - work was designed, bid and contract awarded. Project will be completed summer of 2018
- 9th School Feasibility Study - completed in the spring of 2017.
- High School Feasibility Study - completed in the spring of 2017.
- High School Schematic Design - architect selected; design is ongoing and will be completed in the spring of 2018.
- CC Library renovation- architect selected; design is ongoing; project will be bid, awarded and completed in 2018.
- Driscoll School HVAC - mini study completed regarding mechanical options; it is anticipated that the design, bid, contract award and completion will occur toward the end of 2018.
- Fire Station No. 5 HVAC- mini study completed regarding mechanical options; it is anticipated that the design, bid, contract award and completion will occur toward the end of 2018.
- Reservoir Gatehouse Roof Restoration- completed in late spring of 2017.
- Fire Station No. 1 Building Envelope/ Roof Overlay- completed summer of 2017.
- Fire Station No.6 Maintenance and Training Facility- design was completed and the project went out to bid in late fall of 2017.
- Evelyn Kirrane Aquatics Center Renovations- completed summer of 2017.
- Elevator Renovations (Town Hall/ Tappan gym) - completed summer of 2017.
- Elevator Renovations (UAB/ Lynch Rec) - work was designed, bid and contract awarded. Project will be completed summer of 2018.
- Miscellaneous- closeout and continued planning of capital projects.

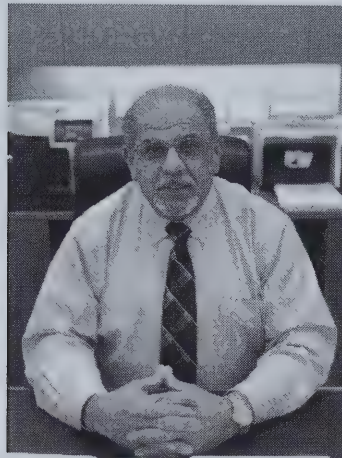
Going forward into 2017, the Building Commission is prepared for new challenges and is committed to maintaining high quality in the design, construction and renovation of Town and School buildings.

Board of Examiners

The Board of Examiners was established with the adoption of the Town of Brookline Building Code in 1956. The Board consists of three members appointed by the Select Board. The Board meets as required to hold examinations and ensure that all work in the construction, reconstruction, enlargement, alteration, repair, removal and demolition of all buildings or structures in the Town is performed by qualified licensed persons. The Board established eleven classes of licenses for specific types of work. In 1994 the BBRS ruled those Municipalities that established licensing requirements for construction supervisors prior to January 1, 1975 may maintain their existing licensing requirements and accept either their Municipal License or the State Construction Supervisor's License (CSL). Today the State CSL program consists of eight designations under the Massachusetts State Building Code and accounts for a majority of the license in the Town. During 2017 one (1) Brookline license was renewed.

DEPARTMENT OF PUBLIC WORKS

Andrew M. Pappastergion, Commissioner



The Mission of the Department of Public Works is to provide efficient, effective and economical services to the citizens of the Town at the desired level and in compliance with all applicable federal, state and local laws and regulations. This is accomplished through the efforts of a well-trained workforce and the leadership of a very competent and accountable professional staff.

The Department is responsible for all endeavors relating to planning, designing, operating, maintaining, and managing public ways, park lands, open space, public grounds, town cemeteries, water distribution systems, sewer collection systems, storm drain systems, and the collection and disposal of solid waste and recycling. The Department also provides engineering support services and motor equipment maintenance services to all town departments.

Management

The Department of Public Works (DPW) divides its multiple responsibilities for the management, maintenance and operations of the Town's infrastructure among five principle Divisions: Administration, Engineering and Transportation, Highway and Sanitation (including Fleet Service), Parks and Open Space (including Forestry, Conservation and Cemetery) and Water and Sewer.

Overseeing each of these Divisions is the Commissioner of Public Works, Andrew M. Pappastergion. Together with his management team, the Commissioner establishes both long and short-term policy direction, forecasts annual operations and capital budgets, and structures departmental management and staffing.

Excluding Administration, each Division is headed by a Director, charged with operations, budget and management responsibilities that are tailored to the specific public resource under their jurisdiction. Peter Ditto serves as Director of Engineering and Transportation, Erin Gallentine serves as Director of Parks and Open Space, Kevin Johnson serves as Director of Highway & Sanitation and Frederick Russell serves as the Director of Water & Sewer.

For purposes of departmental scale, Public Works employs 163 permanent full-time positions and has an annual operating budget of \$14.5M, excluding the Water and Sewer Division, which is operated as an enterprise with an annual budget of \$29.3M. In addition, the DPW Capital Improvement Program for fiscal year 2018 was funded at \$7.84M, which includes the Water and Sewer Enterprise.

Middle Management

While each division within Public Works is led by a Director, the mid-level management structure includes Operations Managers, General Foremen, a Fleet and Facilities Management Supervisor, a Tree Warden/Conservation Officer and a Transportation Administrator, all providing support and assistance to the management team.

Administrative Team

The Administrative staff consists of eight (8) positions, led by the Administrative Manager that provides critical support services for all the daily functions of the Department. Located at Town Hall and offsite facilities at Netherlands Road (Water & Sewer) and the Municipal Service Center on Hammond Street (Highway, Sanitation, Parks & Fleet Services) the business team provides customer service and handles inquiries for utility and refuse billing, refuse and recycling collection, work requests through the BrookOnLine mobile application and permitting system. In addition, all normal business functions for payroll processing, accounts billable and payable, requisition and purchase order processing and budget tracking, are efficiently performed by administrative staff.

The Department was excited to welcome Brea Thomas to the Administrative team in 2017. In addition to supporting DPW daily operations, Brea provides exemplary customer service.



Public Guidance and Governance

Brookline citizenry play an integral role in Town management, programming and politics through an appointed structure of official Boards and Commissions. The Department of Public Works operates within this vein of public participation, supporting the roles of specific project advisory or selection committees, targeted task forces, and boards or commissions with certain mandated authorities or controls. The following boards and commissions, whose memberships are appointed by the Select Board, work on a permanent and prescribed basis with various Public Works Divisions: Park and Recreation Commission; Tree Planting Committee; Conservation Commission; Transportation Board; Solid Waste Advisory Committee; and the Cemetery Trustees.

2017 Highlights

American Public Works Accreditation Program

The APWA Accreditation program recognizes Public Works agencies that have met the rigorous requirements of the best management practices established nationally in the Public Works industry. The Brookline Department of Public Works achieved this milestone in August, 2011 and became the first agency in Massachusetts and New England to do so. As part of this continuing program of excellence, the Department was successfully re-certified in 2015 and continues to be a nationally accredited agency. The next re-certification is scheduled for 2019.



Brookline DPW is pleased to announce

Hybrid Pay-As-You-Throw Launching in 2017

brooklinema.gov/hpayt



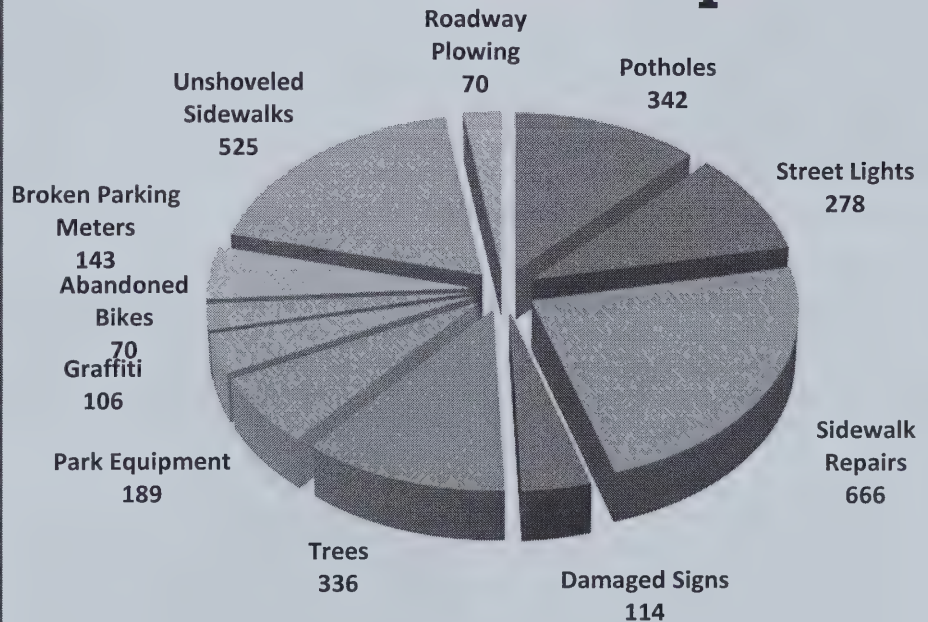
Hybrid Pay As You Throw Waste Collection System (HPAYT)

After months of preparation, the Department implemented the semi-automated HPAYT waste collection system in June, 2017 town-wide. This system creates financial incentives to reduce solid waste quantities by allowing the selection of variable sized carts at annual fees based on cart volume. Collection efficiencies and increased employee safety have been achieved through the use of automated collection vehicles with one-person operation. The first six months of the program have yielded reductions in solid waste volumes of 381 tons or 8.2% and increases in recycling volumes of 69 tons or 2.7%. In calendar year 2017, for the first time in history, the Town's solid waste tonnage was below 8,500 tons.

BrookOnLine Mobile Application

The BrookOnLine Notifier Application is a tool that gives citizens the ability to report issues of concern directly to the DPW for resolution using either the internet or a mobile device. Issues such as potholes, graffiti, street lights and broken parking meters can be reported in real time providing the Department with additional eyes on the streets. Resolution of each issue can be tracked for timely completion. In 2017, the Town received 2,839 requests for all categories which was an increase of 26% over 2016. Areas with the largest increases were Unshoveled Sidewalks (158.6%) and Potholes (54.8%). The most notable decreases were in the Graffiti category (-29.3%) and Street Lights (-25.1%).

BrookOnLine Requests





Bylaw 7.7 – Removal of Snow and Ice from Sidewalks

Pursuant to Section 7.7.6 of the Bylaw, the Department hereby reports that during 2015 the following efforts were made to implement the provisions of the Bylaw:

- Public Education – The provisions of the Bylaw are detailed in the annual **Brookline Works** informational guide that is sent to all residents, including a listing of the penalties for non-compliance. Guides are also distributed through the Brookline Chamber of Commerce for all local businesses. In an effort to better inform our business community, the Department worked in association with the Police and Health Departments to issue a special notice to business owners detailing their responsibilities under the law.
- Enforcement – Enforcement areas are divided among the DPW, Police, Health and Building Departments and include both commercial and residential areas. In 2017, 525 requests for enforcement were received and investigated resulting in the issuance of 97 citations.
- Public Assistance – Public assistance to homeowners in need was provided through the **Shovel Our Snow** program administered by the Recreation Department.

By-Law 8.31 - Leaf Blower Control

Gasoline powered leaf blowers are permitted only between March 15th to May 15th and October 1st to December 31st between the hours of 8am and 8pm on Monday through Friday and 9am and 6pm on Saturday, Sunday and holidays. Leaf blowers must have a manufacturer's label certifying a noise level of no more than 67dBA at 50 feet. For the period October 1 – December 31, 2017, the Department received 30 complaints and pursuant to Section 8.31.8 of the By-Law, issued 12 warnings and 0 citations.

Cartegraph Automated Maintenance Management System

The Department utilizes a computerized maintenance management system for processing requests from the public and generating task orders in the areas of roadway repair, traffic control, sanitation services, parks and forestry, fleet maintenance and water and wastewater utilities. Task orders are forwarded to each Division for scheduling, completion and follow up. Each year the Divisions have continued to increase their utilization of the system to allow for more efficient data management and record keeping. In 2017, the Department received and processed 10,596 work requests from the public and generated 16,765 task orders with an 80% completion ratio.

LED Street Light Retrofit Program

In 2014, the Department launched a four (4) year retrofit program to convert 3,494 town-owned street lights from high pressure sodium to light emitting diode (LED). Key highlights of the program include:

- Potential energy cost savings of \$180,000 annually based on the reduced fixture wattage;
- Onetime efficiency incentive of nearly \$335,000 from Eversource Energy;
- Reduced correlated color temperature (kelvin) to lowest available at time of bid to address concerns of negative health effects;
- Use of variable current drivers for adjusting individual light brightness.

The program was completed in 2017 with emphasis now shifted to converting ornamental fixtures in commercial areas and park lighting.

DPW Town Meeting Forum

The annual "DPW Town Meeting Forum" was held in May. The Commissioner along with his Directors and other personnel host this open forum to address any and all questions and concerns regarding Public Works services.



DPW Town Meeting Forum

National Public Works Week - DPW Day

The annual DPW Open House took place in May during national Public Works Week. Over 500 third graders participated in this field trip to the Municipal Service Center. The Open House continued through the day with over 500 families in the community touring the facility. Each Division within the Department set up show and tell stations to demonstrate their role in the community. The annual event gives school children and the community the opportunity to learn about these essential services and interact with DPW employees.

Students learned about composting and planting. Each student took a plant home.



"Students get ready to plant"

Students were entertained while the recycling magician performed many magic tricks as a way of educating the students about recycling.



"Recycling magician in action"

Students viewed the fleet equipment used by the Highway and Sanitation Division. A dump truck, street sweeper, front end loader, and backhoe were all on display.



"Students view the big trucks"

Students learned how water gets into their home thru underground pipes called water mains.



"Students learn how water travels to their home"

The Open House extended throughout the day for all of the Brookline community. Other DPW functions included a welding and carpentry demonstration, a tour of the mechanics and sign shop, and a turn at using the measuring wheel.

Brookline Winter Guide

This guide provides residents and business owners with useful information regarding snow emergencies, parking bans, snow removal, trash and recycling pickup and other winter related topics

ENGINEERING AND TRANSPORTATION DIVISION

The Engineering and Transportation Division of the Department of Public Works (DPW) is charged with the management and administration of town infrastructure, as well as the design and implementation of the vast majority of Public Works' items contained in the Town's Capital Improvement Program (CIP). Town infrastructure would include surface facilities in the areas of all public right-of-ways, such as roadways, sidewalks, traffic signals and parks, as well as those facilities that lie underground, for example, storm drain/sewer systems, water supply lines, and traffic signal/street lighting conduit. CIP projects range in type from roadway reconstruction, to sewer separation, to landfill reclamation efforts.

In order to effectively manage both the diversity and complexity of infrastructure issues for which the Division is responsible, administrative programs and project undertakings are assigned to one of two disciplines: Engineering or Transportation. While it is inevitable, and largely by organizational design, that these two sectors should frequently overlap, the Engineering Section is fundamentally concerned with issues of civil and environmental engineering, while the Transportation Section is devoted primarily to transportation planning and traffic engineering.



New Employees Join the Engineering Team

Daniel O'Donnell joined the Engineering Division on January 9, 2017. He comes to us by way of the private sector having worked for Woodard & Curran, Inc. He has experience in preparation of civil plans and specifications, technical report writing, permitting, drainage design and landfill inspection. Dan will, among other things, review site plans for conformance with Town standards, perform utility inspections, supervise construction projects, perform land surveying to establish property lines. Layout construction projects and submit as-built drawings at the end of construction. Dan is hired as a Civil Engineer Grade IV.



New Engineers Edson Francois and Dan O'Donnell

Edson Francois joined the Engineering Division on May 10, 2017 as a Civil Engineer Grade III. He comes to us by way of the private sector having worked for John Turner Consulting Inc. Edson has experience in land surveying, foundation design, concrete inspection, and construction oversight. His job for the Town will entail preparing contract documents including technical specifications and construction estimate for public bidding, providing engineering design and construction management services, supervise/ inspect contractor's work for compliance with Town standards and maintaining engineering records.

ENGINEERING

Division Charges

Responsibilities of the Engineering section are divisible into four (4) broad categories: 1) Permit Administration and Inspection; 2) Archival Maintenance and Reference; 3) Interagency Coordination and Oversight; 4) CIP Project Management and Engineering.

Permit Administration and Inspection

The Engineering Section oversees the issuance of Street Opening and Occupancy Permits, typically given to Contractors working in public right-of-ways for utility companies, communication corporations, public authorities or private property owners. Construction work that would typically require such permitting can be either at the sidewalk or street surfaces, or require digging or trenching beneath these finished grades. Parks and school grounds also demand permit consideration.

The purpose of this permit process is both to protect the public infrastructure (property) of the municipality and to promote public safety. This permit system and associated data base is actively maintained on the Town's network. The system does generate revenue through licensing fees, which serve to offset costs of oversight and administration. Division Inspectors, with the aid of a pre-application process, determine the type of work, associated charges and anticipated impacts to material integrity and traffic/parking conditions. In addition, Inspectors monitor the work and assure that restoration meets with Town specifications.

Sanitary Sewer, Storm Drain and Water Supply Connections are also within the permitting purview of the Engineering Division. Following application procedures, engineered plans and necessary documentation are submitted to Division personnel for review and subsequently, if recommended, for approval by the Director. Generally, these connection permits are associated with parcel developments, capacity and material upgrades, or maintenance when failures occur. In 2017, the Division issued 420 Street Opening permits and 353 Occupancy permits.

Archival Maintenance and Reference

The Engineering Section maintains record plans of its water, sewer and storm drain systems, including individual parcel connections. In addition, plot plans, or surveyed drawings, complete with bound locations, are maintained for all lands

within the Town, whether public or private. These infrastructure and survey documents are kept in an extensive archive, copies of which are available to the public upon request. Along with records of property and Town-owned services, the Engineering archives contain construction plans for all Public Works projects, such as roadways, bridges and park facilities.

Interagency Coordination and Oversight

The Engineering Section coordinates directly with state authorities, such as the MBTA and MWRA, whose infrastructure is both located in Brookline and serves the community and/or its immediate region. Similarly, Engineering permits and supervises the maintenance, upgrade and installation of utility systems or communication networks, whether publicly or privately sponsored. Significant projects this past year were undertaken by the following State agencies or utility companies:

- MWRA
- National Grid
- Eversource

In addition, Brookline Engineering works closely with the Massachusetts Department of Transportation (MADOT), both in administering state and federal transportation dollars for local Brookline projects through two programmatic vehicles: the State's Chapter 90 Reimbursable Roadway Funds and the State's Transportation Improvement Program (TIP).

The Chapter 90 program is a recurring annual state appropriation for municipalities, the amount of which will fluctuate annually based on the formulaic tabulation and legislative authorization factors. Approximately \$960,905 was allocated to Brookline in CY 2016 through the Chapter 90 program.

CIP Project Management and Design Engineering

The Engineering Section implements projects listed in the Town's CIP, which might entail project planning; feasibility studies; site surveys; design engineering; preparation of specifications and cost estimates; project advertising and bidding; contract execution; and construction administration and supervision. In this capacity, Engineering functions inter-divisionally, serving the professional engineering, architecture, landscape and surveying needs of each of the other divisions within DPW.

The following project briefs, which represent CIP items listed in Parks, Water & Sewer, Highways, as well as Engineering & Transportation, offer an overview of the Division's 2017 endeavors:

Engineering CIP

Roadway Reconstruction – 1.2 Miles of roadways were resurfaced or reconstructed which included the following streets: **Greenough St.** -Washington St. to Tappan St., **Clyde St.** – Lee St. to Warren St. Two intersections were reconstructed: **Blake Rd. / Tappan St. and Gardner Rd./Rawson Rd./Blake Rd.** 23 streets were treated with reinforced rubberized crack sealing.

Sidewalk Maintenance – Approximately 1580 square yards of cement concrete sidewalks, 231 square yards of cement concrete driveways and 88 square yards of accessibility ramps were replaced under the maintenance contract.

Granite Curbing – 354 linear feet of new granite curb was installed.

Carlton Street Footbridge – Project is in the State's Transportation Improvement Program for FY 2019 as an element in the Congestion Mitigation and Air Quality (CMAQ) category in the amount of \$3,838 million. Select Board authorized total design costs of \$408,881. Project design is being advanced to the 100% stage with contract bidding anticipated as early as fall, 2018 and construction start in the spring, 2019.

Back Landfill Closure and Reuse Project – Closure of the rear landfill began on July 24, 2017 and progresses through December until snow and cold temperatures forced a winter shutdown. To date all of the waste relocation has been completed and the majority of the flexible membrane liner cap has been installed. Two detention basins have been constructed along with stream restoration and realignment of hiking trails. Remaining work: pavement, drainage swales, block walls, wood fences, and landscaping is anticipated to be complete by summer 2018.



Grading the Back Landfill

Water and Sewer CIP

Town

The Town continued working with its consultant to complete the I&I inspection of Sewer subareas NI-8, NI-9, NI-10, and NI-11. The work included flow isolation and CCTV to identify I&I sources. As a result of the investigation, the Town has prepared Sewer System Contract PW/15-10. Work includes the following:

- Spot repair of sewer mains
- Install/repair sewer manholes
- Line various size sewer mains with cured-in-place pipe
- Cleaning of sewer mains
- Manhole rehabilitation

The Town executed a contract with D'Allessandro Corp in the amount of \$2,221,480 to perform the above mentioned work and completed the work in summer of 2017.

Parks and Open Space/Recreation CIP

Supervised the reconstruction of the following playgrounds:

- Brookline Avenue
- Corey Hill
- Emerson

Supervised the construction of the new playground at the Fisher Hill Reservoir site.

NPDES Phase II General Permit for Small Municipal Storm Separate Sewer Systems

The DPW/Engineering Division is responsible for the preparation and implementation of the Town's Storm Water Management Program (SWMP). The DEP and EPA require a SWMP to contain the following BMPs:

- Public Education

- Public Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Municipal Good Housekeeping

During the IDDE inspection, the Town found three illicit connections which were corrected. Further investigation will continue as outlined in the Town's agreement with the EPA.

Sixty-two applications were submitted and approved for Stormwater Permits as required by the Town's By-Law which addresses construction site runoff. As a result, 62 site inspections were made.

TRANSPORTATION

A Transportation Administrator, Traffic Engineer, and two Administrative Assistants staff the Transportation section of the division.

Duties of the DPW - Transportation Division staff include:

1. Providing technical support and administrative services to the Select Board, the Transportation Board, Bicycle Advisory Committee, Public Transit Advisory Committee, Pedestrian Advisory Committee, Zoning Board of Appeals, Brookline Police Department and other town departments;
2. Responding to resident inquiries or complaints regarding motor vehicle, cyclist, or pedestrian safety, parking, and taxi operations;
3. Conducting safety improvement, traffic safety, and parking studies; as well as spot studies on the use and placement of traffic control devices and parking signage;
4. Overseeing the design of intersection and traffic signal improvement projects in compliance with the Town's Complete Streets, Traffic Calming, and Crosswalk Policies;
5. Managing the town parking system (metered and curbside parking spaces);
6. Administering the school staff, resident daytime, guest overnight, resident overnight, and commercial area employee parking permit programs;
7. Regulating the taxicab industry, valet services, and livery services;
8. Assessing the impacts of all major new development projects on traffic flow and parking.

Transportation Board Meetings

The Transportation Board, a citizen body of six appointed by the Select Board, is charged with oversight of the Town's Traffic Rules and Regulations. The Board meets on a regular basis to review and adopt traffic and parking policies, to review and approve various license applications, and to act upon recommendations for traffic safety and parking improvements identified by town residents and Division staff. During 2017, the Board conducted sixteen (16) public meetings and hearings at which they took action on over one hundred (150) traffic, parking, taxi, and other items under their jurisdiction.

Program Administration

The division staff administers the resident daytime parking permit program, the overnight guest parking program, the overnight resident parking program, the commercial lot permit parking program, the commercial meter permit parking program, the commercial on-street permit parking program, and the temporary parking permit program as well as regulating the Valet, Taxi, and Livery industries. It also evaluates and acts upon, with the approval of the Transportation Board, all requests for handicapped parking and valet parking spaces.

In 2017, the Division:

- Issued over 2900 resident daytime parking permits;
- Issued over 540 commercial daytime on-street parking permits;

- Issued 3 Taxi Dispatch Licenses, 41 Taxi Business Licenses, and 69 Hackney Certificates resulting in 34 taxicabs placed into service;
- Issued 2 Public Automobile for Hire Business Licenses;
- Issued Valet Parking Licenses for 1 restaurant establishment and 1 private residential building;
- Issued over 6000 Temporary No Parking/Tow Zone signs to residents and/or contractors to assist during moving or construction periods;
- Issued over 8000 temporary parking permits to residents and others who suffered conditions that qualified them for short-term exemptions to the 2-hour daytime and overnight parking time limits;
- Managed the resident overnight parking program, that now encompasses over 326 off-street parking spaces in 13 locations, renting an average of 150 overnight parking spaces each month;
- Issued over 150 commercial meter hang-tags to 43 businesses for employee parking in Brookline Village, and 70 parking permits for employee daytime parking in the Coolidge Corner commercial district lots;
- Oversaw the issuance of over 600 school teacher and staff daytime parking permits for the BEEP @ Temple Emeth, BEEP at Temple Ohabei Shalom, Lawrence, Lower Devotion @ Webster St, Pierce, Runkle, Upper Devotion @ Old Lincoln, Brookline High School, Webster Place Administrative Offices and the Maimonides schools; and
- Oversaw the Feasibility Study for a Town and School Employee Parking & Transportation Demand Management program providing a benefit program to encourage employees to utilize alternative modes of transportation.

Parking Meter Management

The DPW - Transportation Division staff, working in concert with the DPW - Highway Division assumes primary responsibility for managing the 2,417 parking meter spaces located curbside and in the off-street parking lots within the commercial areas. Currently the Town utilizes three meter types to provide the best possible service to the users of our public parking supply. In the parking lots we utilize the Digital Multi-Space Meter on a pay by space system, curbside in our busiest commercial districts the Town has deployed the IPS single space meter that accepts credit card payment, and in the remaining 1320 spaces the Town continues to use the POM single space meters which accept coin payment only.

In 2017 staff oversaw the rollout and implementation of a pay by cell option with Passport Parking which allows for the payment of parking meter fees at all parking meters online or via the Passport or ParkBoston apps. Staff also continued the second year of the 4-year replacement project which will replace all POM single space coin only meters with IPS credit card and coin accepting meters.

Traffic Signals

Both the design of new traffic signals and the operation (phasing and timing) of existing traffic signals fall under the purview of the DPW - Transportation Division. Traffic counts and speed monitor data are also routinely gathered to provide information necessary for traffic signal design or modification. In 2017 DPW - Transportation staff worked with the Highways Division to continue to upgrade traffic signals with camera based detection equipment. This new equipment is better for maintenance purposes since it is not likely to fail as roadway pavement conditions deteriorate or are trenched through and better detects bicycles and motor vehicles. Staff also studied and then altered the traffic signal timing and phasing at the intersection of Harvard Street @ School Street & Aspinwall Avenue to reduce traffic congestion and improve motor vehicle safety to create a dedicated left turn arrow.

Taxi Regulation

The licensing and inspection of all taxicabs and limousines operating in the Town of Brookline falls under the jurisdiction of the DPW - Transportation Division and Transportation Board. As required under the Brookline *Taxicab Regulations*, the entire operating fleet of taxicabs successfully passed semi-annual inspections conducted by the DPW -Highway Division. Upon recommendation of the division, the Transportation Board and the Brookline Police Department's Hackney Division took action to protect the residents of Brookline by strongly enforcing the vehicle safety requirements that our taxi fleet must meet during these inspections.

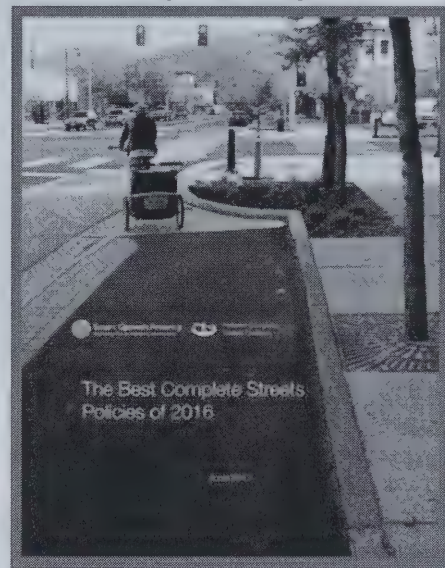
Parking Regulation

DPW – Transportation Division staff is always seeking ways to minimize the conflicts between automobiles, pedestrians and bicycles. The safe flow of traffic on the streets of Brookline is of the highest priority. Economic development and safe traffic flow also depend upon clearly delineated parking areas and adequate signage. During 2017, and as warranted by specific neighborhood safety concerns, the Transportation Board and division staff authorized a total of 37 sign work orders that involved the installation of over 250 new or modified traffic control signs, parking restrictions, or pavement markings.

Complete Streets

In 2017, staff began to implement the new Complete Streets Policy, adopted by the Select Board, which formalized the Town's commitment to create a comprehensive transportation network that sufficiently accommodates people of all ages and abilities, whether traveling by foot, bicycle, wheelchair, mass transit, or motor vehicle. This included the design of a new Pearl Street as part of the mitigation package for the Boston Children's Hospital project at 2 Brookline Place, the design of improvements on Babcock Street and Naples Road to improve pedestrian and cyclist access, and review of Engineering Division roadway reconstruction plans for streets in South Brookline which will be constructed in 2018.

The Town's Policy was recognized nationally as a Top 10 Best Complete Streets Policy by Smart Growth America, a national coalition of advocacy organizations which is dedicated to researching, advocating for and leading coalitions to bring smart growth practices to more communities nationwide.



Pedestrian & Motor Vehicle Safety Improvement Program

Our in-house staff and on-call transportation consultants perform area-wide safety improvement studies in response to traffic volume, speed or parking conditions that might contribute to unsafe vehicular, bicycle, or pedestrian movements. Neighborhood associations or residents living on a particular street will typically initiate such requests for a traffic calming study which is then prepared and approved by the Transportation Board following a lengthy public process.



In 2017 DPW - Transportation Division staff worked with residents and the Transportation Board in the following parts of town to design and implement safety improvement projects to lower motor vehicles speed and increase motor vehicle and pedestrian safety:

- Developed and oversaw the construction of three new crosswalks on Warren Street and Chestnut Hill Avenue with pedestrian actuated rectangular rapid flash beacons to encourage school age pedestrians to walk to the Lincoln and Heath Schools.
- Oversaw the construction of the safety improvement plans for the intersections of Tappan Street @ Blake Road and Gardner Road @ Blake Road and Rawson Road. These plans will reduce motor vehicle speeds and increase pedestrian safety with curb extensions, neighborhood traffic circles, new sidewalks, and ADA compliant crosswalks.

- Oversaw the construction of the safety improvement plans for the intersections of Clyde Street @ Lee Street and Clyde Street @ Warren. These plans will reduce motor vehicle speeds and increase pedestrian safety with curb extensions, new sidewalks, and ADA compliant crosswalks.



New curb extensions and crosswalks on Tappan Street



New neighborhood traffic circle on Gardner Road

Bicycle Infrastructure Design & Construction

In response to the Town of Brookline's continued desire to become a Green Community and design facilities that reduce our carbon footprint, the Transportation Board and the DPW – Transportation Division staff have made it a priority to build a multi-modal transportation network that encourages alternative modes of transportation instead of personal automobile trips. In order to encourage more citizens to use bicycles to travel throughout the town, and to connect regional bicycle routes, a safe network of routes must be designed and constructed. This commitment led to the Town receiving the designation as a Bicycle Friendly Community in the Bronze level from the League of American Bicyclists.

In 2017 DPW – Transportation Division staff oversaw the installation and data collection for the one-year trial program on Beacon Street westbound between Marion Street and Westbourne Terrace of a separated bicycle lane in place of the right travel lane as well as the design and approval of the Centre Street Bicycle Accommodation Plan and the Essex Street Cycle Track Plan, all three of which will be permanently constructed in 2018.

Support of Green Community Status

In 2011 the Town was awarded a Green Community status by the Massachusetts Department of Energy Resources in recognition of our resident and town staffs commitment to reducing our energy usage and improving our carbon footprint. Transportation Division staff have been a partner in this process developing plans and overseeing construction projects to develop a multi-modal transportation network that encourages alternative transit modes. In 2017 this work included:

- Continued implementation of policies and projects to encourage safe cycling and walking to reduce congestion caused by motor vehicle use;
- Overseeing the third year of a four-year conversion project of all cobra head street lights to LED;
- Advocating for increased efficiencies in our public transportation systems; and
- Installing 5 new Chargepoint dual charging stations for electric vehicles in our public lots for use by residents.



HIGHWAY, SANITATION AND FLEET SERVICES DIVISION

The Highway, Sanitation and Fleet Services Division is comprised of four (4) separate work units each with independent goals and objectives. The Highway Unit, Sanitation Unit, Fleet and Facilities Unit and the Traffic Systems Unit are each described in detail below along with their key accomplishments. The Division is led by Director Kevin Johnson and each unit is managed by a team of senior supervisors.

HIGHWAY UNIT

The Highway Unit is responsible for the maintenance of more than 220 lane miles of asphalt roadways and 150 miles of sidewalks of varying surface types. During 2015, Highway continued its effort to make intermediate repairs to roadways and sidewalks in an effort to preserve their surface integrity for the safety of the public and to keep them clean and more aesthetically appealing. The unit continued its program of working in conjunction with contractual services to accelerate the replacement of sidewalks in areas of the Town where pedestrian traffic is heaviest and the sidewalks are in an advanced state of deterioration. In addition to the surface repair of streets and sidewalks, the Highway unit is responsible for the public pathways, municipal and school parking lots, paved play areas, along with other roadway appurtenances including curbside benches, litter baskets, fencing, and guardrails as well as clearing of snow, sand, leaves, litter, graffiti, and other unwanted debris from public ways and facilities.

HIGHWAY STATISTICS 2016

Bituminous Concrete placed	885 tons
Concrete Sidewalk placed	6458 square yards
Leaves collected	2695 tons
Street sweeping	946 tons
Waste Concrete, Asphalt & Gravel	2458 tons
Snow Storms / Events	18
Snow Accumulation	52.7"
Household Hazardous Waste Day participants	1302

Snow and Ice Control

The Department is responsible for the clearing of snow from 254 lane miles of public roadway, 900 street intersections, and 77 private ways. In addition, snow clearing operations are done on over 44 miles of public sidewalk generally within commercial areas and along walking routes to and from public schools. Winter operations also include snow clearing from all public buildings and facilities including public schools.

Sidewalk Replacement

The Highway Division continued with an aggressive sidewalk replacement program. The Division crews placed a total of 605 cubic yards of concrete in 2017. The replacement remains stable through training, cross-training, quality equipment and a dedicated workforce. The ability to sustain this level of productivity is based on funding to purchase concrete and maintaining existing manpower levels.



Plow Keeping the Street Safe

Employee Training

The Massachusetts Department of Public Safety amended the regulations for Hoisting Licenses by adding a continuing education requirement. Each license holder is mandated to complete 4 hours of education within a two-year renewal period. The DPW holds on-site training averaging 30 employees for training to satisfy the requirements. This year the entire Department underwent 2 hours of Right to Know training and 4 hours of Bantering training.

Recyclable Concrete and Asphalt

The disposal of waste roadway materials (asphalt and concrete) generated by roadway and utility repairs has resulted in annual expenses for hauling the material off-site. Over the past several years, the Highway unit has begun a program to recycle these waste materials into useable processed gravel for reuse as a base material for sidewalks and backfill for utility trenches thereby avoiding both disposal costs and the expense of purchasing new material.

SANITATION UNIT

The Sanitation Unit is responsible for the collection and disposal of municipal solid waste for 7416 accounts that serve 13,362 residential and commercial units and a recycling and recovery program that includes the annual collection of residential household hazardous wastes.

Solid Waste Program

On June 1, 2017, the Department implemented a new Hybrid Pay As You Throw (HPAYT) curbside collection system for municipal solid waste (MSW). Each customer was able to select from 3 different size waste carts with annual refuse fees charged based on the cart size. 12,512 carts were distributed Town-wide as follows:

35 Gallon cart: 6,128
65 Gallon cart: 4,286
95 Gallon cart: 2,098

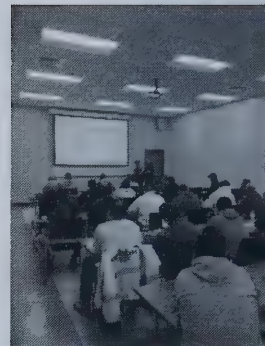
Recycling Program

Since the implementation of the Single Stream Recycling program in 2010, recycling volumes have seen an increase by 12.7 % while solid waste tonnage has decreased by 16.8%.

Household Hazardous Waste

The Sanitation Division continued offering the weekly household hazardous waste drop-off center. The center located at the Transfer Station is opened to residents every Tuesday from May thru October.

The DPW designated areas at Town Hall, the Health Center and the Municipal Service Center for the year-round collection of Compact Fluorescent Lights (CFL), batteries and cellphones.



Employees Attend a Right to Know Training Session

Important Notice

Brookline DPW is pleased to announce

Hybrid Pay-As-You-Throw

Launching in 2017

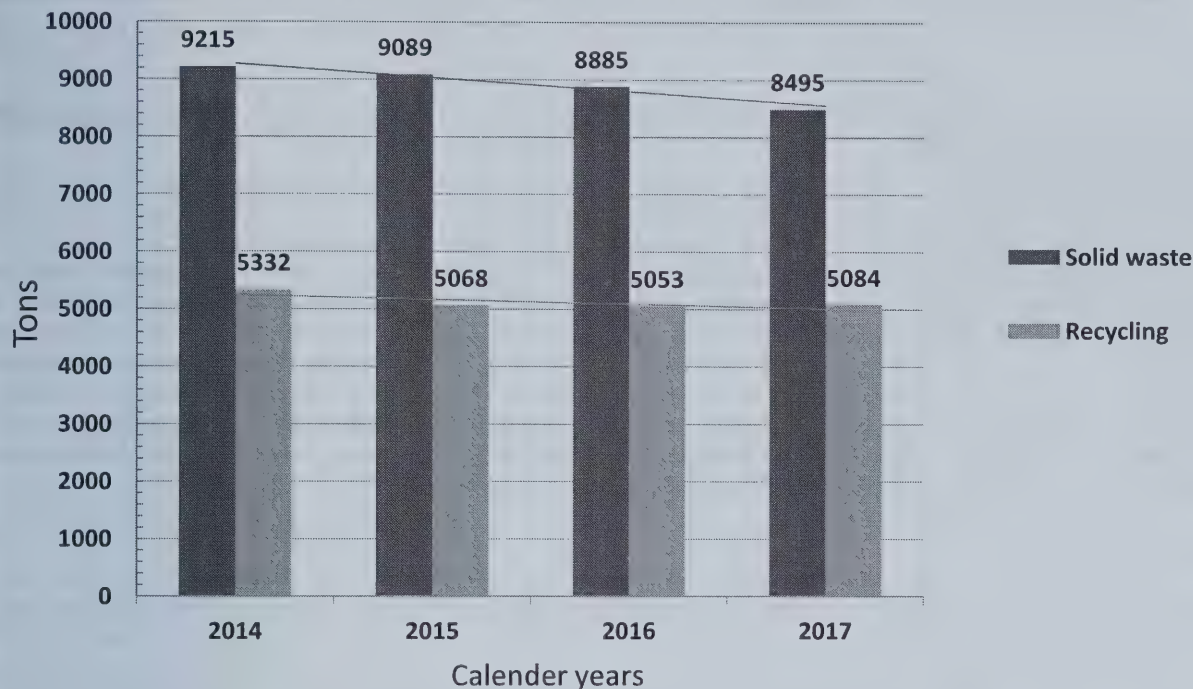
brooklinema.gov/hpayt



New HPAYT Cart Sizes

Sanitation Statistics 2017

Solid Waste & Recycling Program



Solid Waste Code Enforcement Program

Solid Waste Complaints Received	601
Inspections/Re-inspections	770
Solid Waste Warnings Issued	449
Solid Waste Citations Issued	88
Total Fines Collected	\$4,555.00
Number of Waste Haulers Permitted	35
Waste Hauler Permit Fees Collected	\$14,130.00

FLEET AND FACILITY SERVICES UNIT

The Fleet and Facility Services Unit is responsible for the acquisition, inventory, inspection, maintenance and disposal of all mechanized Public Works equipment, with the exception of the Water and Sewer Division. The Fleet Services Unit also maintains and inspects all other automotive / truck equipment within the Town except for equipment operated by the Fire Department. In addition, this Unit assists in the administration of the Town's taxi licensing and inspection program, as well as the routine physical maintenance of all Department of Public Works buildings, including garages, office, and storage facilities town-wide.

Employee Technician Training

A strong and continued emphasis on technical training has benefited the Fleet Services Unit enormously. By utilizing vendor and manufacturer relationships, technician training has been increased at minimal or no cost to the Town. The increase in training hours to 120 hours has directly improved technician efficiency and productivity.

Employee Technician Shifts

The Fleet Maintenance Section continued to operate two work shifts. This enabled the section to better serve the needs of all departments. Operating two maintenance shifts during the day has allowed us to complete 721 Preventive Maintenance Work Orders. This also improves response time to breakdowns and drastically reduced vehicle downtime.

Taxi Cab Inspections

In conjunction with the DPW's Transportation Division and publicly appointed Transportation Board, the bi-annual 371 taxi cab inspections were completed.

TRAFFIC SYSTEMS UNIT

The Traffic Systems Unit is responsible for the maintenance of traffic signals, parking meters, pavement markings, ornamental and utility street lights, fire alarm boxes, signs, and graffiti. In total, this inventory is comprised of approximately 1,120 individual signals, 3,600 street lights, 1,883 parking meters, 30 multi-space meters, 28 school zone warning lights, 10,210 signs, 229 master fire boxes, 302 street fire boxes, 100 miles of overhead wires, and pavement markings on more than 200 lane miles of streets throughout the Town. Along with daily, weekly, and monthly maintenance routes, the division executed work orders issued by the Transportation Division for regulatory sign installation, pavement markings and parking meter modifications. New to this unit's responsibility is the maintenance of 30 multi-space meters and the installation of 3600 LED cobra head street lights.

Traffic Signals

Maintenance of the signalized intersections, flashing beacons and school zone flashers continued throughout the year.

Street Lights

All Streetlights owned by the Town were updated in the GIS program listing location and type of streetlight. This data enabled a smoother transition to the new LED fixtures currently replacing the existing high pressure sodium Units. The program is virtually complete with the installation of 3,494 fixtures.

Parking Meters

The maintenance and repair of 1,883 parking meters and 30 multi-space meters is a daily function of the Traffic Unit. Currently, 684 meters are the traditional POM type meters and 1,199 are the new IPS single head meters that use coins and credit cards. These meters are located in Coolidge Corner, JFK Crossing, Washington Square and Lower Beacon Street. In addition, the 30 Multi-space meters are in all parking lots and reservations that have converted to "pay by space".

Signs and Pavement Markings

The Town continued to upgrade street signs, stop signs and poles to meet current MUTCD (Manual of Uniform Traffic Control Devices) standards of text size and retro-reflectivity. The Traffic division completed 37 work orders from the Transportation Division for the installation of 185 new signs and repaired or replaced 488 signs due to knockdowns or faded signs. The Traffic Division has worked with the Engineering Division on a program to standardize pavement markings throughout the town. Part of the program is utilizing new marking products like 3M inlay tape and logos.

Street Lights

The Traffic Unit continued the maintenance of street lighting, including ornamental, park, path and standard street lighting totaling over 4,000 lights. In 2017, 393 street light work orders were completed.

Events & Special Tasks

In conjunction with other departments, the Traffic Systems Unit plays a major role in the planning and executing of several major events throughout the year (Boston Marathon, Half Marathon, Bike parade, Avon Breast Cancer Walk, Aids Walk, Jimmy Fund Walk, Town, State and Federal elections, Walk for Hunger) and several minor events. Placing and removing all flags and banners on poles throughout the Town for different Town or private events is a common task.

Fire Alarm

The Division continued the maintenance of the Fire Alarm System that includes Master Boxes, Street Boxes and approximately 100 miles of cable wire. In 2017, the Department prepared a condition report of the entire system and has recommended replacement of master and street boxes with a new wireless system that will render the wired cable obsolete in the future.



*Employees Installing a Public Art Display
for the 1st Light Celebration*

PARKS AND OPEN SPACE DIVISION

The Mission of the Parks and Open Space Division is to develop a clean, green, safe, accessible and well maintained network of parks and open spaces for both passive and active recreation that preserves the historic integrity and cultural significance of Brookline's landscape. *Please visit www.brooklinema.gov/parks for updates throughout the year on our park and open space system, technical resources, projects, programming and events.*

The Parks and Open Space Division, in partnership with the Park and Recreation Commission, Conservation Commission, Tree Planting Committee, and Walnut Hills Cemetery Trustees, is responsible for the design, development, policy, programming, maintenance and management of over 120 sites or 500 acres of public open space, comprised of 38 parks and playgrounds, 3 sanctuaries, 10 public school grounds, land around 15 public buildings, 5 public parking areas, 2 cemeteries, over 60 traffic circles, islands and open space, and over 50,000 public trees throughout the Town. The Division implements an aggressive maintenance program on 25 multi-use playing fields, a safety inspection and repair program for playground structures at 22 parks and 10 schools, and ongoing maintenance, painting and repair at 25 basketball courts, 31 hard surface tennis courts, and one set of 6 clay courts. The Division is responsible for seasonal preparations, horticulture improvements, litter pick-up, trash collection, leaf removal, turf restoration, carpentry and fence repairs, as well as snow and ice removal during the winter months. In addition, the Division maintains a full-sized outdoor skating facility (the Jack Kirrane Ice Skating Rink) at Larz Anderson Park.

Parks, Schools & Public Grounds

The Parks and Open Space Division provides renovation, maintenance and repair of all play equipment, park furniture, walkways, landscaping and fixtures in the Town parks, school grounds and public grounds. The following highlights 2017 projects:

Dedication of Riverway Park to Michael and Kitty Dukakis

On Tuesday, June 13, 2017 the Town of Brookline dedicated Riverway Park to Michael and Kitty Dukakis in recognition of two of Brookline's most influential citizens. Governor and Kitty Dukakis have local, national and international prominence and were recognized as distinguished public servants that have committed their careers to parks, the environment and improving the lives of others. The improvements to the Riverway area at the Longwood T-station and dedication plinth were made possible by donations from the Brookline Greenspace Alliance, Emerald Necklace Conservancy, Justine Mee Liff Fund, Hugh and Arlene Katz Mattison, the Friends of the Muddy River and many friends of the Dukakis family. The plinth reads: "It is with deep appreciation of their commitment to the Olmsted legacy in Massachusetts; with gratitude for their contributions to the protection, preservation and restoration of the Emerald Necklace; and in honor of their lifelong support of our parks and open space; that Riverway Park in Brookline is dedicated to the Honorable Michael and Kitty Dukakis." Many special dignitaries were present to celebrate the dedication and share their congratulations.



Dukakis Dedication at Riverway Park

Corey Hill Playground

Construction of the improvements at Corey Hill Playground was completed, and an opening celebration was held in October that drew crowds from the neighborhood and beyond. Corey Hill Playground is located at the crest of Summit Avenue and is divided into active and passive parcels. The southern parcel contains all new play equipment and furniture, water play for the first time, natural play elements on the hillside, and exercise equipment. The northern parcel includes a new sundial and a variety of seating for multigenerational use and quiet enjoyment. Both sides of the park have accessibility improvements and new native plantings.



Corey Hill Playground Ribbon Cutting

Daniel F. Ford Playground at Emerson Garden

Work was begun at Emerson Garden in July and includes complete replacement of the play equipment including a custom piece by the artist Mitch Ryerson, a new splash pad, new lawns and ornamental plantings, replacement of the irrigation system, new fencing and site furniture, resurfacing the perimeter path, and improvements to sewer and drainage utilities. Work was halted due to winter weather, and will resume in the spring of 2018 when temperatures allow installation of the resilient safety surfacing at the play areas, new lawns, and fencing.

Brookline Avenue Playground

Brookline Avenue Playground saw the start of construction in the spring. The primary emphasis has been about thoughtfully constructing an inclusive playground that provides meaningful play experiences for people of all ages and abilities, regardless of mobility or developmental challenges. The design theme revolves around experiencing and interacting with nature, and includes manipulative water play as well as completely new play equipment and accessible surfacing. Additional improvements include new fencing, more welcoming entrances, new plantings, and a renovated field. Construction will resume in the spring of 2018 and the park will reopen when the last of the play equipment and surfacing has been installed and the turf is established. Community Development Block Grant funding contributed to the project.

Brookline Reservoir Park

The public design review process began in June and was nearly complete by the end of 2017. The goals were to maintain the park's character, maximize accessibility, improve infrastructure such as drainage and paths, repair masonry, enhance the vegetation, improve stormwater management, and address the Massachusetts Office of Dam Safety (ODS) policies calling for the removal of vegetation on top of the dam structure. Improvements will include new entries and a new stone dust path, replacement of overly mature Cherry trees, repointing the stone armature in the reservoir basin and at the retaining walls facing Route 9, removal of invasive plant species, and implementing bioswales planted with grasses and shrubs to address standing water and erosion. Review will be necessary by the ODS as well as the Conservation and Preservation Commissions. It is anticipated that the project will be bid in 2018.

Pierce Playground

Pierce Playground was fully opened to the community for the start of the school year in 2017. The Pierce School Playground renovation improvements include new play equipment for preschoolers and school age children, renovation of the ballfield, new fencing, new plantings, a picnic area and passive seating with new site furniture, and a new pedestrian circulation system that provides a perimeter walking path.

Emerald Necklace Bicycle Pedestrian Crossing

The EN Crossing was fully completed in 2017 with a new operational bicycle and pedestrian crossing to connect Olmsted Park and Riverway Park across Route 9. Final work on the project included new lawns, tree and shrub plantings and ornamental street lights.

Lawton Community Garden

The Division constructed a new community garden at Lawton Playground with the assistance of a grant from the Brookline Community Foundation and private fundraising. The garden was immediately popular and already has a waitlist to secure a plot.

Lawrence School

The Division completed major asphalt and drainage improvement project at the Lawrence School. The improvements include a new cobble swale, new asphalt, planting beds and curbing, drains and infiltration. The end results is improved stormwater management, improved site circulation and enhanced beautification.

Brookline in Bloom:

In 2017, the Town's parks and open spaces lit up with over 15,000 flowering annuals, 1,800 colorful fall mums and 55,000 spring flowering bulbs throughout the Town's parks, playgrounds, libraries, town grounds, school grounds, medians, traffic circles and islands, and cemeteries.

The Muddy River Restoration Project

The Muddy River Project is an essential part of the ongoing effort to rehabilitate the Emerald Necklace park system. The rehabilitation is guided by *The Emerald Necklace Environmental Improvements Master Plan* and the *Muddy River Flood Control, Water Quality, Habitat Enhancement and Historic Preservation Project*. This overarching effort includes improvements at Charlesgate (completed in 2005), as well as the Back Bay Fens, Riverway, and Olmsted Parks.

The City of Boston and Town of Brookline are working in collaboration with the Commonwealth of Massachusetts and U. S. Army Corps of Engineers (USACE) to develop a comprehensive program to restore the Muddy River: however, the project scope has been reduced to exclude the majority of the environmental restoration elements and only include flood control. Funding for the effort comes from the USACE, Massachusetts Office of Energy and Environmental Affairs and its Department of Conservation and Recreation, Boston, and Brookline. Phase I of the project, was completed in 2016. Design for Phase II of the project is currently underway by the USACE. It is anticipated Phase II construction contracts, to include work in Brookline, will be awarded in 2018.

Park Rangers

In 2017, Rangers patrolled parks and open spaces, checked and issued over 1100 picnic, party and event permits, provided information and general visitors' services to park patrons, enforced rules and regulations, and completed maintenance tasks to improve visitor experience, accessibility and safety. They provide staffing at the Larz Anderson picnic pavilion and BBQ areas, manage visitor services, trash, recycling and restroom maintenance. For many Brookline residents and park visitors, Park Rangers serve as a primary point-of-contact for Brookline Parks and Open Space. Throughout the year, the Rangers serve as liaisons and advocates for the dog owners, athletic groups, playground visitors, and park abutters who visit Brookline's parks and open spaces, and work to build interdepartmental relationships within the Town.

Rangers patrolled parks and open spaces, providing information and general visitors' services to park patrons, reviewing over 7000 athletic field user permits, enforcing rules and regulations, monitoring the Green Dog Program, and identifying and completing maintenance tasks to improve visitor experience, accessibility and safety. Similar to last year, the most common maintenance issue noted on the Rangers' daily reports was litter. Rangers picked up over 20,000 pieces of litter from Brookline green space over their 1550 park visits.

Goose management was an ongoing issue at Larz Anderson Park, Olmsted Park, and the Brookline Reservoir, resulting in regular feces cleanups and use of various goose relocation techniques over 100 times in 2017. The Brookline Reservoir alone was visited 3 times weekly from May through early September, to remove goose waste on the walking paths. Barrier fencing was re-established along the riverbank at Olmsted Park due to vandalism.

In addition to routine maintenance concerns, work and upkeep in the Sanctuaries and Dane Park in Brookline continued to be a focus. Trails through wooded areas were cleaned, raked, and re-established through regular maintenance throughout the spring, summer and fall. Waterways were cleared of obstructions, refuse and debris, and the lagoon at Larz Anderson was raked and cleaned by seasonal staff to reduce algae cover. Invasive plant species, notably garlic mustard, oriental bittersweet, black swallowwort, grapevine, multiflora rose and Japanese knotweed, were cut and removed at sites such as the Brookline Reservoir, Olmsted Park, Riverway Park, Griggs Park, D. Blakely Hoar Sanctuary, Dane Park, and Larz Anderson Park through over 100 recorded instances.

Green Dog Program

In 2017, 1420 residents and 168 non-residents enrolled in the Green Dog off-leash program, keeping participation in line with previous years. Park visitation by Green Dog members was very high, and Rangers confirmed regular overall compliance with program rules and regulations. In addition to processing the years' applications and regular visits to the 14 Green Dog sites, the Rangers responded to a wide array of Green Dog related issues, ranging from general inquiries on the program's rules and regulations to resolving conflicts between dog owners to more complex issues

involving complaints or concerns regarding other park users. Increased communication and cooperation between Parks, Health and Police has streamlined the Town's response to dog-related incidents when they do arise. Monthly cross-departmental animal control meetings helped to keep all relevant parties on the same page in regards to animal incidents, registration and information dissemination.

Community Events

The Division continued its popular Summer Movie Series at Waldstein Playground in July. "The Secret Life of Pets," "Finding Dory" and "Moana" had great attendance and enthusiastic crowds, with "Moana" breaking 800 attendees. Games and activities were made available before the movies, as well as the new addition of food trucks, affording dozens of families the opportunity to turn the outdoor moving into an extended evening outing.

Brookline Park Rangers hosted several community events including Kites Over Brookline (kite-making at Larz Anderson Park), Introduction to Orienteering (using maps to traverse the Parks off the normal walking paths) and Things That Go Bump in the Night (guided night walk at Dane Park). These community programs offer visitors opportunities to explore and enjoy the parks in new and interesting ways. Additional community events hosted with partner organizations included: Studios Without Walls Public Art Installation at Riverway Park, Brookline Bikes Beacon, Outdoor Shadow Puppetry, the Emerald Necklace Concert Series, Pet Emergency Preparedness Workshop, a Climate Week walk, and childrens' events at the Brookline Public Library branches.

Park Rangers and other Parks staff assisted and helped organize several volunteer projects throughout the year. Notably, the **Friends of Halls Pond** and the **Friends of Dane Park** each hosted seasonal cleanups in their respective parks, yielding great turnout and a very productive workforce. Altogether, over 400 hours of volunteer labor were recorded, with over 150 participants, from school groups to churches to passionate individuals.

Forestry

The goal of the forestry program is to preserve and maintain all shade trees along public ways, parks, school grounds, cemeteries, and all other public grounds. The Division provides for the safety of all public ways and grounds through the removal of dangerous limbs and trees and is responsible for replacing trees removed and adding as appropriate. The total number of trees under the Division's jurisdiction is reported as more than 50,000. Included in that total are over 11,000 public street trees. The Division continues to utilize and update its street tree inventory, which includes information on tree species, size, condition and health, and management needs. The overwhelming citizen interest in tree preservation continues in Brookline. The Division continues to work with interested citizens, businesses and environmental advocacy groups to enhance the care of the urban forest. The forestry crew is on call 24/7 to address forestry emergencies.

In 2017, the Town was pleased to receive a Tree City USA Award from the National Arbor Day Foundation for its care and stewardship of the urban forest. Brookline has received Tree City USA recognition for over 27 years.

Tree Planting

The Town continues to strongly support the tree planting program with a goal of planting more trees than are removed each year. In 2017, approximately 186 trees were removed, and over 504 street and park trees were planted. A wide variety of trees are planted to insure that species diversity is maintained. Species diversity helps in protecting the Town's urban forest from attack by a single disease or pathogen, such as Dutch elm disease, Hemlock Woolly Adelgid or the Emerald Ash Borer.

The three-member Tree Planting Committee, established in 1886, supervises the selection, planting and removal of all street trees in Brookline. Nadine Gerdt is the Chair of the Tree Planting Committee and serves with Hugh Mattison and Elizabeth Erdman.

Conservation

The Brookline Conservation Commission is responsible for the administration of environmental laws and policies, open space protection and management, water management, and preservation of natural features of the environment. The Commission administers and enforces the Massachusetts Wetlands Protection Act and the Brookline Wetlands Protection By-Law through its review of permit applications and issuance of Determinations of Applicability, Orders of

Conditions, Certificates of Compliance, and Enforcement Orders. The Commission also administers the Federal Flood Protection Program. It initiates and helps guide studies concerning open space, water quality, flooding and other aspects of local environmental quality. It prepares and oversees implementation of the Town's Open Space Plan and manages conservation areas owned and conservation restrictions held by the Town. The Conservation Commission seeks and administers grants to support the Town's environmental protection efforts, and guides many volunteer maintenance and improvement activities.

In 2017, the Commission continued with the process of updating the Open Space Plan. The Open Space Plan is a planning document which guides the community in its stewardship and oversight of the open spaces throughout Brookline. It is also required by the Commonwealth of Massachusetts to remain eligible for various grant opportunities.

Cemetery

Walnut Hills Cemetery

The initiative of the Division is to provide excellent maintenance and management of the Walnut Hills Cemetery to support the dignity, tranquility and overall appearance of the cemetery and visitor experience. Town staff and the Cemetery Trustees rely on the Master Plan for the Walnut Hills Cemetery as the guiding document for short and long term improvements.

Old Burying Ground

The Friends of the Old Burying Ground, supported by Town staff, continue to fundraise to support the full restoration efforts of the historic stones and markers. The team reviewed conservation efforts achieved over the last 15 years and completed a program in 2017 to restore 15 additional priority stones and monuments.

WATER AND SEWER DIVISION

The Water and Sewer Division operates and maintains the Town's water and wastewater systems consisting of 355 miles of piping and appurtenances that provide the entire population with reliable drinking water, for both domestic use and fire protection, and for the collection of sanitary sewage and storm water drainage. The operation of all three systems is accomplished in strict accordance with all federal, state and local laws, ordinances and regulations to promote the health and welfare of the community.

Under the leadership of the Director, the Division's administrative staff efficiently and courteously handles all water and sewer business functions, including payroll, accounts payable, licensing, permitting and customer relations. Approximately 1525 requests for information and assistance and more than 40,000 utility service invoices are processed annually, with over 2,000 billing complaints and inquiries are investigated and resolved. In the past year, Division staff has serviced and processed 56 applications for Licensed Drain Layers and have issued 79 permits for repairs to sewers and drains.

Components of the water distribution system include over 135 miles of cast iron and ductile iron pipe, 2,027 line valves, over 1,500 fire hydrants, 10,800 service connections, 1.67-million-gallon water storage facility. During 2017 the Division installed, repaired or replaced 176 service pipe connections, repaired 18 service and main leaks and repaired or replaced 52 fire hydrants. In addition, the Division conducted 41 fire flow tests yielding \$10,250.00 in revenue. Emergency response was provided for 650 service requests and 300 complaints were investigated and resolved for water quality, water pressure, and leakage problems. The Division purchased 1,776 million gallons of water from the Massachusetts Water Resources Authority (MWRA), representing a reduction of 6.5% compared to 2016 consumption with an average daily usage of 4.87 million gallons and a maximum daily usage of 7.28 million gallons. The maximum flow week occurred from 8/23/17 to

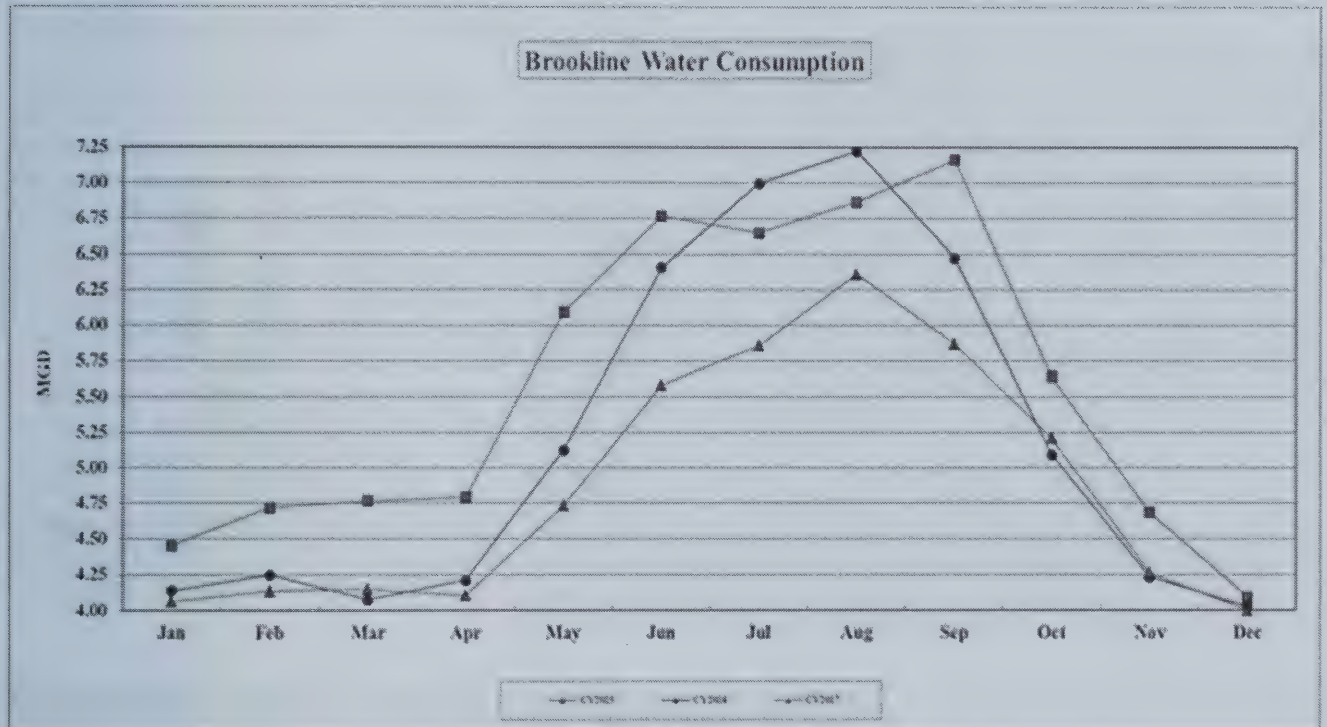


Employees attend a Water Main Tapping session

8/29/17 where 46.92 million gallons of water was consumed. Retail water and sewer sales generated \$27.9M in revenue.

The Town continually provides vital educational sessions to Water and Sewer Division staff in waterworks operations, confined space entry, trench safety, hydrant repair and water main leak detection, to name a few.

In July 2011 The Water & Sewer Division implemented a new rate structure for how we bill for water and sewer. An ascending block rate was established to bring more equitable cost distribution among customers. A water and sewer charge for public buildings as well as a fire service charge was implemented. The new base charge, which is based on the size of the house meter, will cover approximately 30% of the Division's fixed operating and debt costs.



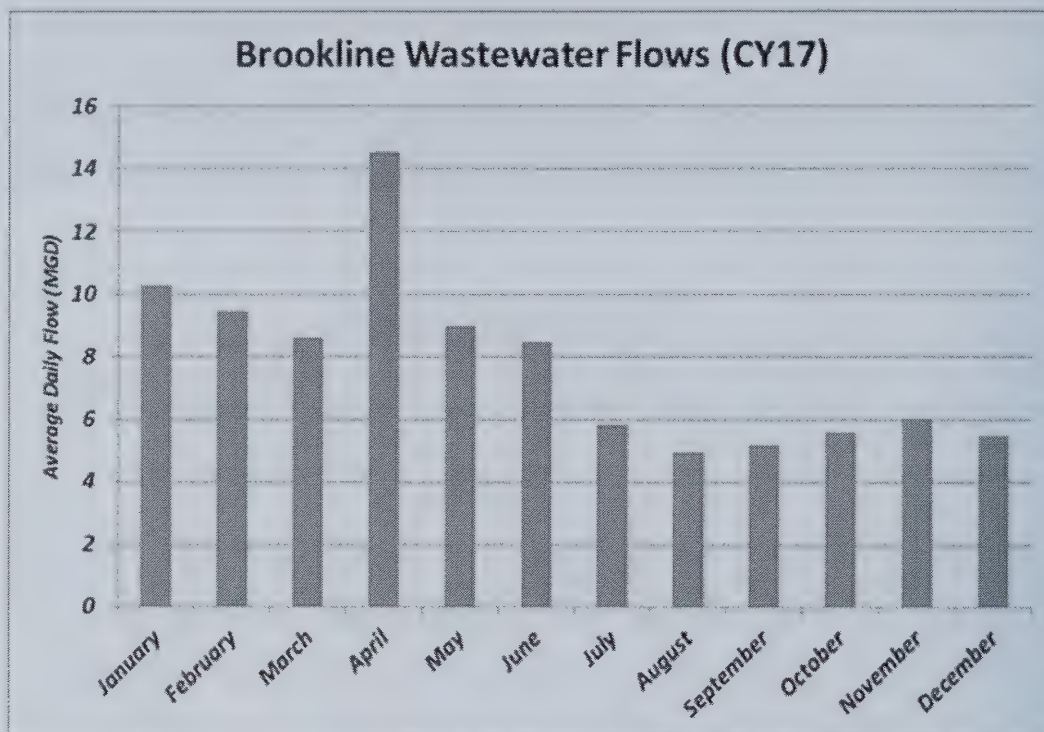
In 2009 the Division implemented a Water Main uni-directional Flushing program as recommended by the Department of Environmental Protection (DEP). This program has been ongoing for the last several years. The Water Main Flushing Program is an effective method of improving drinking water quality for residents and businesses, and is an integral component of a water utility's distribution system maintenance program.



Water Hydrant Flushing

The Division's Cross Connection Control Program, established in 1989 pursuant to the Drinking Water Regulations of the Commonwealth of Massachusetts, has inspected all high and moderate high risk facilities throughout the Town and identified 1982 violations requiring the installation of nearly 2000 backflow preventer devices on irrigation systems, fire sprinkler systems and high hazard plumbing systems. Annual testing of these devices by Division staff is mandated by the State of Massachusetts regulations and yielded \$139,880.00 in revenue in 2017.

The wastewater collection system is made up of 104 miles of separated sanitary sewer pipe. The Department of Public Works is currently completing sanitary sewer system improvements directed to eliminate inflow and infiltration. Presently the town's average wastewater flow is 7.76 million gallons per day.



The second system comprises 101 miles of storm drains that collect runoff and roadway drainage from 3,296 catch basins and discharge through twelve drainage districts to the Muddy River, Saw Mill Brook, Stony Brook, and the Charles River. The major part of both systems was constructed between 1880 and 1930 and includes pipe sizes from 6" to 150" in diameter

During 2017 emergency assistance was provided for 29 requests involving broken, plugged or backed up sewer and drains as well as the repair of 105 sewer and drain manholes and catch basins. 1,830 catch basins were cleaned generating 558 tons of sand sediment and debris.

Representation to the Massachusetts Water Resources Authority (MWRA) was provided by Jay Hersey of the Engineering Division, who serves as the Town's designee to the MWRA Advisory Board. In addition, Andrew M. Pappastergion, Commissioner of Public Works is an elected member of the MWRA Board of Directors serving in his seventh consecutive 3-year term representing the sixty-one (61) cities and towns in the MWRA service area.



A Catch Basin Repair

Recreation Department

Lisa Paradis, Director

Brookline Recreation's mission is to enhance the quality of life through enriching experiences which support the Brookline Community in developing and maintaining healthy lifestyles. We endeavor to provide recreational opportunities for young people, adults, and senior citizens to live, grow, and develop into healthy, contributing members of our community.

The team at Brookline Recreation enters into each year with a set of objectives that are centered on the needs of the community and focused on constantly improving the delivery of service to the citizens of Brookline. The staff works hard to create and implement programs and services that surpass the needs and expectations of the community and fulfill the mission of providing opportunities to achieve or enhance healthy lifestyles. The department employees over 30 full time staff, and between 200 and 400 part-time staff, depending on the season.

As in past years, school aged population growth has challenged the department to expand services with limited resources. The department has seen another climb in registration numbers in some of our largest programs, and in response, has hired more part time and seasonal staff to meet the demands of the community. In other cases, we have expanded our offerings to create new and diverse services. With growing population and service demands comes a growing need for financial aid for the most vulnerable sections of the population. The department dedicated over \$112,000 through Brookline Recreation grants to Brookline program participants in need of financial support to participate in our programs.



At the Evelyn Kिरrane Aquatics Center, pool operation hours were increased for the 3rd year in a row to better meet community needs. With over 50,000 patrons visiting the facility each year, the aquatics division team is managing hundreds of group and private lessons, the Dolphins Swim Team, and thousands of lap swimmers annually. To this end, the department has also increased staff scheduling efficiency and communication by implementing the "When I Work" online scheduling software program for our part time and full time staff.

The Evelyn Kिरrane Aquatics Center underwent a capital renovation in 2017 to address structural and access challenges at the facility. The renovation project included pool structural and deck repairs, lobby and

office reconfiguration, new changing and showering facilities to accommodate diverse gender identifications and family changing needs, as well as new lockers and fixtures in the locker rooms.

Aquatics programming, in all forms, shows up as a priority for Brookline residents when the department surveyed. This data has guided the department in all areas of program development and management, and underscores the need to evolve and grow. The department is dedicated to ensuring that customers are satisfied when they participate in aquatics programming and aquatics program offerings continue to expand.

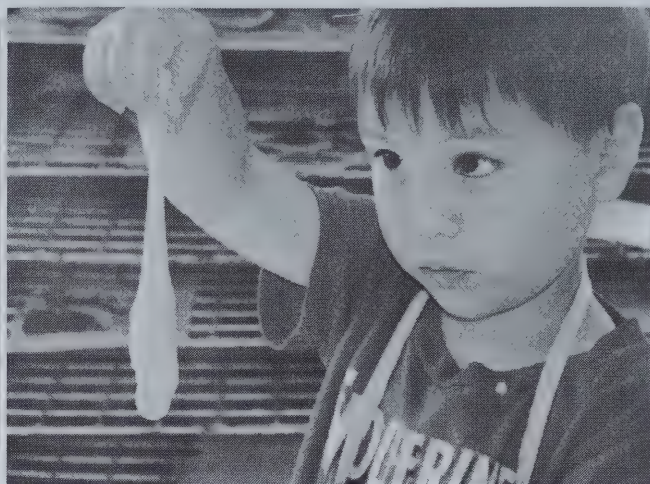


Out of School Time services continues to be a focus for growth at Brookline Recreation. In the past year, the department has increased the quality of programming at Soule Early Education Center and the Brookline Recreation's After School Program by improving program curriculum, and offering higher quality, more consistent and diverse opportunities for staff professional development. The After School Program at Eliot Recreation Center added a new maker space area that includes science, technology, engineering and math components that has allowed students in kindergarten through grade five to experience a more diverse and enriching menu of activities. Additionally, the department implemented the National Recreation and Park Association's Out of School time grant investing \$10,000 across various program categories to support healthy lifestyles and healthy eating habits.



2017 saw the summer camp and sports programs continue to drive the program division. The department registered 2000 campers for summer programs alone, while the sports division registered 4,500 participants in a variety of in town and travel leagues.

The Soule Early Childhood Center integrated an extensive environmental education program which included gardening, farm to table food preparation and an outdoor classroom for 3 seasons. Soule EEC continues to be a leader in the early childhood space, having a nationally renowned curriculum that is a hybrid between Montessori and Reggio Emilia foundations. Because of this model, the center is visited by a variety of center professionals from both the United States as well as Japan, China, Israel, and more.



The Robert T. Lynch Golf Course at Putterham Meadows completed first full season of Golf Driving Range in 2017. There were over 4,000 users at the range in the 1st year of opening, selling 22,100 baskets, which generated \$210,000 in revenue. The golf course generated 29,600 rounds of golf and exceeded its revenue goals. A new addition to the course was the outdoor barbeque pavilion, which was designed and built with a partnership between the Town and Massachusetts School of Art and Design.

The Recreation Department supported the following keystone community partners in various ways to make a positive impact in Brookline: Teen Center, B.I.G, Women and Girls Thriving, STEPS to Success, Summer Partners, Committee for Out of School Time, Brookline Together, DPW, and Brookline Parks and Open Space.

The 6th annual Brookline Day was held at Larz Anderson Park, and it continues to be the hallmark community event in for the year. The road race had over 250 adult runners, while there were 150 youth registered for the Kid's Fun Run in the morning. Later that day, over 5000 attendees enjoyed local food, "Touch a Truck," local business kiosks, great music and games as well as the "Mini Town Hall" section.



THE PUBLIC SCHOOLS OF BROOKLINE

Andrew Bott, Superintendent

The Public Schools of Brookline include eight PK-8 elementary schools, Brookline High School, a comprehensive high school for grades 9 through 12, and an early childhood program. As of October, 2017, there were a total of 7,876 students enrolled in our district.

Since 2005, Brookline has seen unprecedented enrollment growth of 28% district-wide, and we project another 10% district-wide enrollment increase by 2022.

The Public Schools of Brookline continue to be among the highest performing and most respected school systems in the United States. Brookline students are accepted at highly competitive colleges and universities in numbers that are significantly higher than most other school districts.

Brookline is at the forefront of providing quality public education to its residents. However, our stakeholders believe that successful school systems and organizations only remain high performing when they strive for continuous improvement. Therefore, we have many initiatives currently underway in the system to ensure that Brookline will remain at the forefront of education in the Commonwealth and nation.

Vision Statement:

Brookline provides an extraordinary education for every child. Each child's unique path to achievement is supported in academically exciting and programmatically rich environments. A dynamic, diverse community of teaching professionals works collaboratively, innovating and inspiring each other and their students. Staff gets to know students intellectually, developmentally and culturally. Students are encouraged to question and challenge ideas and participate as active citizens. Schools use a variety of assessments to get the fullest picture of student learning and growth over time. These data are shared regularly with the community, and they form the basis of how we understand and improve student, teacher and administrator performance. Parents are partners with the schools in supporting their children's education, and schools communicate effectively so that parents are confident of the response to their child's circumstances and needs. The community, well informed and involved in the schools, supports these efforts that continue a tradition of challenging ourselves to do better, efforts that ensure the enduring value of a Brookline education.

Mission:

Our mission is to ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and succeed in a diverse and evolving global society.

Our five Core Values and our four District Goals inform all of our work: everything from budget decisions to each building's School Improvement Plan. The aspirations underlying each of the Public Schools of Brookline's five Core Values are defined below.

High Achievement for All

The Public Schools of Brookline inspires our students to develop a passion for learning. We support students through strong relationships to become invested in their learning, develop the confidence and persistence to grow as learners, and meet their goals for success in and beyond school. To pursue our value of all students achieving at high levels, the PSB is committed to:

- Small class sizes
- Quality early childhood education
- Inclusive classrooms and district-wide Special Education programs
- A comprehensive high school curriculum with an extensive variety of opportunities and programs
- Comprehensive Program Review

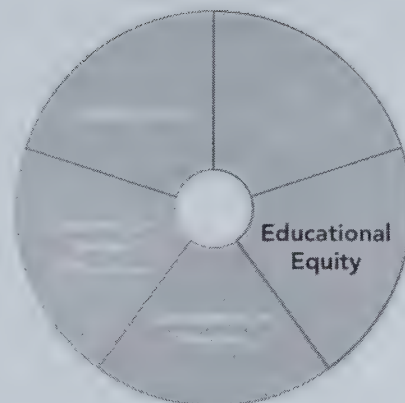


- Differentiated instruction for all learners
- District-wide equitable access to educational technology

Educational Equity

The Public Schools of Brookline identifies, understands, and eliminates barriers to educational achievement in our schools. Educators in every school provide their students with the support needed to reach and exceed Brookline's high standards. To pursue educational equity, the PSB is committed to:

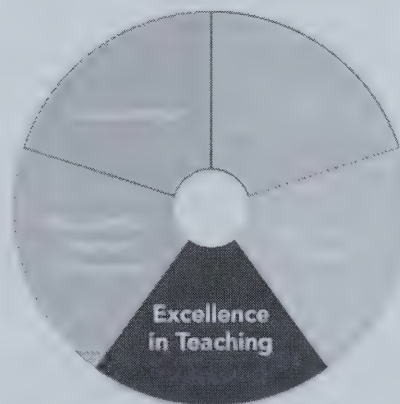
- District-wide Strategies such as:
 - o High quality curriculum across all grades and all schools
 - o Inclusive classrooms with educators and specialized instructional personnel
 - o High quality professional development opportunities and supports focusing on instructional coaching and collaboration
 - o Specialized programs and services district-wide in support of access for all learners.
 - o Literacy and Math Specialists across schools to provide support and create high outcomes for all students
 - o Child Study Teams individualizing student interventions and extensions
 - o District-wide and school specific professional development on equity
- Targeted Support Programs such as:
 - o The Calculus Project
 - o African American and Latino Scholars
 - o Steps to Success Inc.
 - o Alternative Choices in Education (formerly known as Opportunity for Change)
 - o Leveled Literacy Interventions
 - o School Within a School
 - o Young Scholars



Excellence in Teaching

The Public Schools of Brookline understands that passionate, knowledgeable, and skillful educators are the core strength of our schools. To support excellent instruction throughout our schools, the PSB is committed to:

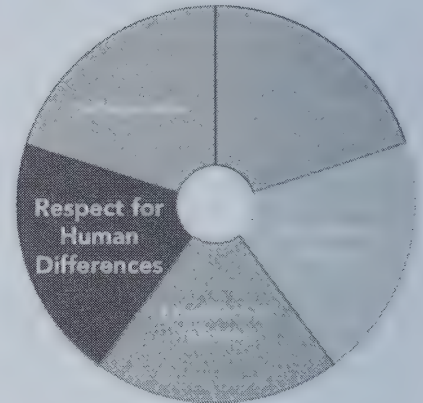
- Strong, effective mentoring programs for all new staff and administrators
- A meaningful and structured approach to educator evaluation and support
- Instructional coaching and professional development for teachers in math, literacy, educational technology, and Enrichment and Challenge Support
- Recruiting and retaining outstanding educators:
- Job-embedded professional development on early release dates
- Professional learning team opportunities



Respect for Human Differences

The Public Schools of Brookline provides a safe environment for expressing and exploring human differences and commonalities. Our schools create caring and understanding communities that promote a deep sense of belonging and respect for all. To support respect for human differences throughout our schools, the PSB is committed to:

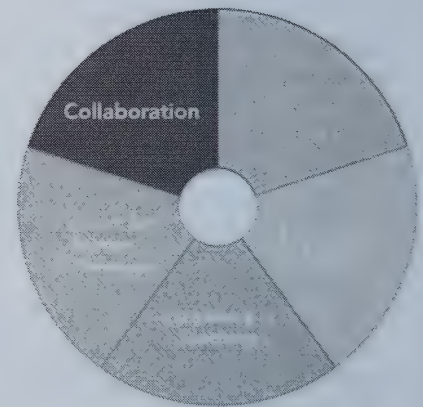
- Meeting individual student needs through social-emotional learning at the K-8 schools and the high school
- Professional development focused on bias and anti-racism
- Ongoing review of instructional material to make them more representative of the diversity of our students and families
- The METCO Program
- Comprehensive district-wide Special Education opportunities
- Robust school-based and District-wide English Language Learner programs
- The School Within-A-School program at BHS
- Comprehensive Bullying Prevention Programs in all of the K-8 schools
- Providing support to students through the Advisory Program at BHS
- Ongoing commitment to development of Cultural Proficiency in students and staff



Collaboration

The Public Schools of Brookline commits to collaboration in all aspects of education to foster interaction among diverse viewpoints and to broaden learning opportunities for our students, educators, and community. Collaboration among faculty and between schools and our longstanding community-based partners creates the shared ownership of our schools that adds value to the lives of all community members. To support collaboration, the PSB is committed to:

- Collaboration among faculty and administrators:
 - Child Study Teams
 - Common planning time where faculty members collaborate on lesson planning, assessing student work and improving instruction
 - School-based collaborative study groups where faculty members study topics related to strengthening instruction and improving their practice
 - Curriculum coordinators visiting classes in teams and principals doing learning walks in all schools
- Essential partnerships:
 - Parent Teacher Organizations, School Site Councils, and other specific parent groups (e.g., Special Education Parent Advisory Council, Steps to Success parent group)
 - Brookline Education Foundation
 - 21st Century Fund
 - Brookline Community Foundation, The Brookline Community Mental Health Center
 - Municipal Departments:
 - Building Department and the Public Building Division – Facilities Maintenance, Repair, and Replacement;
 - The Public Library of Brookline – Education Technology and Library Services partnership;
 - Parks and Open Space – Playgrounds and Fields;
 - Police/Fire – Emergency Planning and Response; and
 - DPW – Sidewalks, grounds maintenance and snow removal
- Extended Day and enrichment programs in all K-8 schools



The district's surging enrollment has caused us to explore solutions in the form of school expansions and the creation of new school buildings, including:

Devotion School Building Project

The renovated and expanded Devotion School is slated to open in September 2018. During the period of construction, students were relocated to two temporary locations: grades K-4 at a leased building at 30 Webster Street (a former assisted living facility) and grades 5-8 at the town-owned Old Lincoln School on Boylston Street. The removal of all students from the site allowed us to pursue an aggressive single-phase 25-month project.

Construction progress during 2017 was robust, and remains on schedule and on budget. We look forward to welcoming students back to Devotion School for the 2018-2019 school year.

9th Elementary School

The Town of Brookline first began considering building a new elementary school in 2008. At that time the School Committee chose to pursue an "expand-in-place" strategy to address rising enrollments, and began adding classrooms to existing schools by dividing classrooms; converting offices, locker rooms, and hallways into classrooms; renting private buildings; and building new classrooms or adding modular classes. Since 2008 the School Department has added 56 additional classrooms across the town using the expand-in-place strategy. In 2011, as it became increasingly clear that ongoing enrollment growth would exceed the capacity of the expand-in-place strategy, the Town commissioned the first site selection study for a 9th elementary school. Since then elected officials, town departments, and community members have been working to identify a site.

In November 2017, the ongoing process to build a 9th elementary school in Brookline restarted the site selection process. On November 14, Town Meeting voted in favor of Special Town Meeting Warrant Article 1 by a vote of 208 to 2 to spend \$300,000 on further site evaluation at Baldwin/Pine Manor, Baker School, Pierce School, and other possible town or privately-owned sites. The approved warrant allows for additional expenditures for further feasibility study should a single site or multi-site solution be chosen.

Brookline High School Expansion Project

Brookline High School is currently experiencing the initial wave of rapid enrollment growth that will increase the student body from 1,800 students in 2015, to at least 2,600 or more students by 2023. Anticipating this growth, the School Committee, School Department, and Select Board have been moving forward on developing expansion plans. In December 2016, the Select Board appointed members of the Building Committee for the Brookline High School Expansion Project.

Between December 2016 and May of 2017, the BHS Expansion Project moved through the Feasibility Phase. The BHS Building Committee worked with HMFH Architects to consider design alternatives and preliminary costs, and arrived at four possible paths for expansion and renovation, as well as numerous design options. The Building Committee held seven public meetings, along with two community meetings and two public hearings at which community members provided input and asked questions. In May, the Building Committee voted to move forward with Option 4D as the Preferred Design.

The design for Option 4D maintains one unified campus for BHS by adding a 9th grade building on Cypress Street, creating a new Science Center on the corner of Tappan and Greenough Streets, and renovating existing classroom and common spaces in the main building. The additions will help create a small-school feel for 9th graders as they transition from our K-8 schools, while allowing them to access arts, athletics, and upper-level courses across the entire campus. Facility upgrades at the main building will allow for state-of-the-art science facilities, and will enable integration across disciplines while providing collaborative spaces for all grades.

Following are brief descriptions of some of the programs within the Public Schools of Brookline that serve to illustrate how our Core Values and District Goals are translated into direct service to students.

English Learner Education (ELE) Program

The English Learner Education (ELE) program provides services to students whose primary language is not English and who are not yet proficient in English. The program provides support at each school, with services focused on students' English language acquisition, literacy development, social integration, and academic achievement. All programs are designed to meet the educational needs of English learners by providing English language instruction and specially designed academic support as required by the Massachusetts Department of Elementary and Secondary Education. The goals are for students to learn English and meet appropriate grade-level academic achievement standards for promotion and graduation. Thus, program resources are distributed to ensure equitable caseloads among ELE teachers across schools, equitable English language development instruction by level of proficiency, and equitable access to materials.

Brookline's K-12 Integrated Sheltered English Immersion (SEI) EI Program serves students from 38 languages including:

Chinese	Vietnamese	Hindi	Icelandic
Japanese	Italian	Hungarian	Kazakh
Hebrew	Swedish	Farsi	Khmer
Spanish	German	Finnish	Nepali
Korean	Turkish	Lingala	Pashto
Arabic	French Creole	Burmese	Polish
Russian	Greek	Dari Persian	Tamil
French	Amharic	Dinka	Thai
Portuguese	Dutch	Filipino	Urdu
Danish	Telugu	Gujarati	

As of December, 2017, enrollment in our English Learner Education program, by school, was:

School	Enrollment
Baker	106
Devotion	114
Driscoll	61
Heath	28
Lawrence	146
Lincoln	99
Pierce	160
Runkle	54
Brookline High	84

Native Language Support Programs (NLSPs) are only available to students in grades K-8 whose primary language is Chinese, Hebrew, Japanese, Korean, Russian, or Spanish. In each NLSP, there is at least one ELE teacher who is fluent in the native language. Students enrolled in an NLSP may be assigned to one of these teachers who provide

primary language support as needed for clarification purposes or additional explanations only. The language of instruction is English and materials are also in English. All NLSPs are part of Brookline's Integrated Sheltered English Immersion Programs. All students enrolled in ELE receive support from a highly-qualified, licensed ELE teacher.

Educational Technology and Libraries

The Education Technology and Library Department administers the library and educational technology program as an integral part of the instructional and administrative program, supporting the curriculum and staff with appropriate equipment, materials and services.

Equipment, materials and services are delivered equitably across schools. Currently the base library book budgets, for example, are distributed to each school in accordance with each school's percentage of the total student body. These distributions are adjusted annually to account for the shifts in student population. Additional services (i.e. database subscriptions and online tools) are negotiated at the district level to provide access for all schools.

The department encourages a culture of inquiry that regularly investigates and experiments with promising new practices to engage students as 21st century learners and prepares students for the evolving global society. The Educational Technology and Library staff works in collaboration with the entire school community to help students become:

- Enthusiastic, independent readers for information and pleasure
- Independent, skillful information users who know how to access, analyze and produce information in a variety of formats using a variety of tools
- Responsible Digital-Age Citizens
- Skillful learners and innovators who use digital tools to develop the "Four C's:"
 - Critical thinking
 - Communication
 - Collaboration
 - Creativity

Integration of these skills is typically addressed through classroom projects within the major curriculum units of study in the core subjects. School libraries are complex hubs of student learning and engagement, with the ability to enhance all curriculum areas. Emerging technologies and near ubiquitous access creates new opportunities to deepen and extend learning, often connecting with people, resources, and perspectives beyond the walls of our classrooms.

The Educational Technology and Library Department is guided by following vision along with state and national library and technology standards and guidelines.

English Language Arts Curriculum

The K-8 ELA/Literacy program serves to develop, assess, and support instructional practices and relevant content for effective learning in reading, writing, listening and speaking. Professional development is provided based on student and teacher needs, and program initiatives across the system. The K-8 Language Arts program emphasizes explicit instruction in strategies that promote successful reading and writing across the curriculum. Literacy Interventionists/Specialists in each elementary school provide targeted instruction to students and Literacy Coaches support classroom teachers in their implementation of Tier 1 instruction.

The work of the K-8 ELA/Literacy department in PSB is comprehensive and includes:

- *K-5 Literacy*- Core reading, writing and language instruction in every K-5 classroom, including many ELL classrooms and Special Education classrooms. The goal of the work here is to create well-differentiated literacy experiences for students that enable them to make a minimum of a year's growth in reading, writing and language and to have students engage in content that reflects the standards in the MA Learning Expectations.
- *Middle School ELA*- English language arts and literacy in the middle school classrooms (6-8) where teachers are departmentalized and teach reading, writing, and language. In middle school classrooms, student must

have adequate opportunities to grow as readers, writers and language users. They need to explore literature, write in a variety of genres and continue to make a minimum of a year's progress in these areas. Instruction, as in K-5, must be differentiated to meet the range of students' needs.

- *Literacy Intervention Services* in reading, writing and language are provided by Literacy Interventionists (also known as Literacy Specialists) to children primarily, though not exclusively, through the programs Leveled Literacy Intervention and Reading Recovery. LLI is in every school 1-8. Reading Recovery is in 4 schools (Lincoln, Devotion, Pierce and Driscoll) and is delivered to the most vulnerable 1st grade readers. Other intervention approaches are used K-8.

- *Literacy Coaching*- This initiative, connected to Lesley University's Literacy Collaborative, is a professional learning framework centered on strengthening Tier 1 literacy instruction in the classroom by promoting differentiated literacy teaching for all students. This goal is accomplished through job-embedded professional development and coaching.

The mission of the ELA program at Brookline High School is in Brookline is to teach all students to think critically and creatively, to read carefully, and to write well. In our classes we foster relationships, engagement, and confidence.

Students interact with a variety of texts and with one another, construct meaning, expand their powers of reasoning, and cultivate the habit of reflection. Teachers use a variety of teaching methods from large-group to small-group to one-on-one conferencing. The responsibility for learning gradually shifts from the teacher to the students, who learn to use their language arts skills as tools for independent, lifelong learning.

Full-year courses are offered at two levels of difficulty in all grades; seniors may also choose unlevleled courses. We are committed to exposing students to important literary works; we are also committed to using language arts to explore new directions and new media. BHS senior English courses, in particular, allow students to study a particular interest in more depth, such as creative writing, fiction and film, public speaking, or an independently chosen senior project.

Professional development for English teachers is provided based on student and teacher needs, and program initiatives across the system.

World Language Curriculum

In K-12 world languages we create immersive opportunities for authentic, relevant, real-world learning experiences so that students develop confidence and expertise in their ability to communicate across linguistic borders. Essential to our mission is that every student leaves high school feeling respectful, positive, and curious about cultures and languages beyond their own.

In the process of learning languages, students develop cooperative learning strategies and gain increased confidence in their ability to debate, problem-solve, present, listen, and converse with others. Students regularly showcase their projects, "act" and "move" in simulated environments (such as ordering at a café, doing physical activities while learning health vocab, exchanging goods at a market, cooking, dancing, painting murals, etc.) Guest speakers, artists, and performers representing the cultures studied visit our classes to share their expertise.

We are fortunate in Brookline to have a K-12 world language program that immerses students in language and culture from its very beginning in Kindergarten, with the ultimate goal of intermediate level proficiency for students at the end of grade 8 and advanced level proficiency for students who continue with language through grade 12. The curriculum is based on the "5 C's" of the World-Readiness Standards for Learning Languages: Communication, Cultures, Comparisons, Connections and Communities.

Special Education

Provision of Special Education services to students with disabilities ages 3-22 in compliance with state and federal mandates. The Special Education Department strives to provide a free and appropriate public education in the least restrictive environment for all students with disabilities. We provide a wide range of high quality inclusive programs and services that meet the unique needs of individual students. Our department is directed and run by a special education team who strives for excellence, best practice, clear communication and collaboration regarding programs, services and processes between educators, parents and students.

For students with special education needs, services are identified in each student's Individualized Education Plan (IEP) and are required to provide a Free, Appropriate Public Education (FAPE) as stipulated in the Individuals with Disabilities Education Act (IDEA 2004). As the needs of student's receiving special education services are individualized, staffing is based on a hybrid case/workload analysis model. While there is not a 1:1 correspondence with enrollment numbers, the workloads of all special education providers are impacted by enrollment increases, as well as by the nation-wide trend of an increase in the numbers and intensity of students with significant disabilities entering public school systems. As part of the IDEA, special educators must also be available to provide early intervention services to all students.

These are just a few of the programs offered through the Special Education department:

Learning Center

Learning Centers are available in all elementary schools and the high school. The Learning Centers are designed to provide a range of services to students with varied mild to moderate disabilities. Learning Centers focus on assisting students in meeting the curricular demands of each grade. In addition, specific services include but are not limited to direct instruction in reading, mathematics and written language. Learning Centers provide students with academic support and assistance in developing organizational skills, executive function skills and study skills. Small group instruction and individualized instruction are used to assist students in achieving individual student IEP goals. Learning Center special education teachers consult to general education staff members and to the parents as needed. Learning Center teachers also assist in the development and implementation of appropriate modifications and accommodations. Learning Centers provide students and teachers with a level of understanding for each student's disability(ies) and areas of strength as well as self-advocacy skills appropriate to the grade level of the student.

Adaptive Learning Center Program

The Adaptive Learning Center (ALC) serves students in grades K-8 with severe disabilities. All students in the program are intellectually impaired, and many have additional disabilities as well, including autism, physical, and health disabilities. Some students have medical challenges. The program emphasizes instruction in the areas of adaptive skills, social-emotional functioning, communication skills, and academics. Students receive both small group, specialized instruction and instruction in the general education setting, depending on their individual needs. Opportunities for inclusion in the general education setting are provided throughout the day for all students. Applied Behavior Analysis (ABA) is a core methodology of the program.

Reaching for Independence Through Structured Education (RISE)

The RISE program is designed for students who are diagnosed with an Autism Spectrum Disorder (ASD) and require specialized instruction that is primarily delivered outside of the general education setting. These intensive and evidence-based interventions are provided within community schools, including two BEEP locations (Lynch and Putterham), Runkle K-8 and Brookline High School. Systematic and data-based instruction is implemented in the following areas: academics; communication; self-help; social and play skills; and vocational skills. Teaching approaches include: Applied Behavior Analysis (ABA), Natural Environment Teaching (NET), Discrete Trial Training (DTT), TEACCH, visual supports, and total communication approach. Classrooms are organized in a structured way to minimize distractions and encourage independence for all learners. Based on individual strengths, many RISE students are included in the general education setting for learning opportunities related to academics and/or social activities. Additionally, RISE educators provide consultative support for students with autism across the district.

Enrichment and Challenge Support Program (ECS):

The ECS mission is to collaborate with Brookline educators to create rigorous, relevant, engaging learning for all students.

ECS specialists work together with classroom teachers to meet the needs of their students for challenge, enrichment, and extension across all disciplines, within the classroom, throughout the school day. To do this, ECS specialists spend most of their time collaborating with classroom teachers in conjunction with other specialists. Collaboration among classroom teachers and ECS could include:

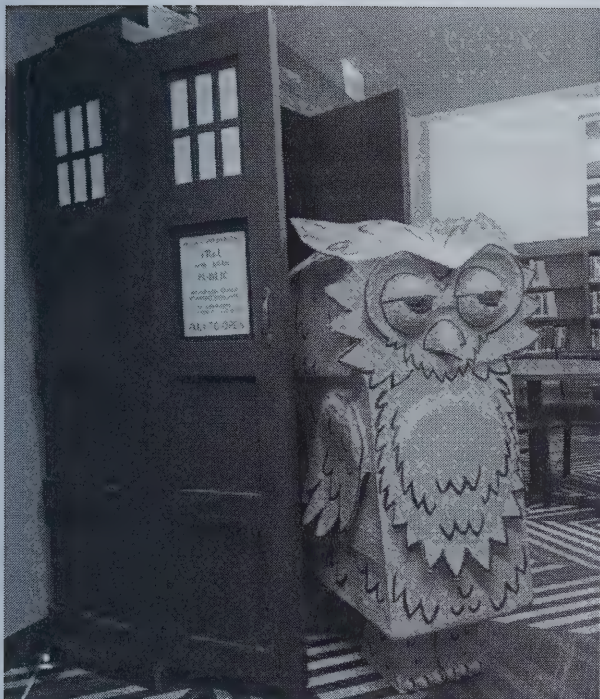
- co-teaching a differentiated lesson
- working in the classroom with small groups of students or stations
- designing and implementing digital, inquiry-based, personalized, and project-based learning
- assessing students formatively and co-planning appropriate follow-up

The work of Enrichment and Challenge is outlined in five interconnected areas:

- *Teaching, Learning, and Child Study* - ECS specialists collaborate with classroom teachers to identify students' needs, design learning, implement differentiated experiences, and reflect on the impact of their planning on students.
- *Resource Libraries* - The ECS department promotes, models, and shares elements of project-based learning in planning with teachers. We also support teachers in developing interdisciplinary curriculum. These resources are then shared across the district.
- *Creativity and Innovation* - ECS specialists develop extended learning opportunities in the STEAM fields, including utilizing the design thinking process with students.
- *School Partnerships* - ECS specialists collaborate with specialists in math, literacy, technology, and libraries to help build teacher capacity in differentiated instruction and meeting the needs of all learners. Through instructional coaching, the goal is for classroom teachers to develop a wider repertoire of strategies, especially with regard to students who are ready to extend the curriculum standards.
- *Community Partnerships* - The ECS department seeks to make curriculum content more authentic by enhancing the learning beyond the classroom, helping students answer "why they are learning what they are learning." These learning opportunities can take place during the school day and/or in an extracurricular fashion.

Library

Sara Slymon, Director



2017 was a tremendous year for the Public Libraries of Brookline. There have been many changes in all aspects of service and staffing, and we are pleased to have successfully made so many important transitions.

Service

Total circulation for all three libraries for the year was 1,121,598 items. This translates to 143 items per hour for every hour that the libraries were open.

The Library added some very interesting new services and programs to the library this year. The Brookline Library Foundation sponsored a vinyl record and record player collection. You can borrow records, as well as portable record players and Bluetooth headphones to go home and spin some platters. We have a collection of about 300 records, and a dozen record players. We cultivated a partnership with Newbury Comics to start the collection, they donated many "Newbury Comics Exclusive" records and were able to give us everything else at a discount.

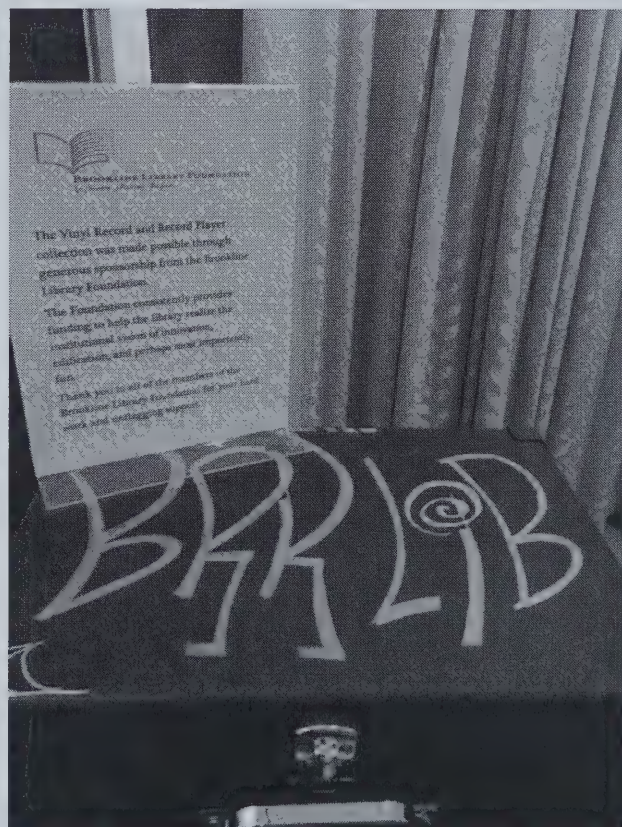
The Library upgraded our microfiche and microfilm reader from the old style, which only provided the option to print in very blurry black and white, with a new digital reader which enables researchers to download to a portable drive, email documents, or upload to them to the cloud.

The Friends of the Library sponsored an iPad lending program. The staff at Putterham partnered with Easter Seals to acquire apps which help patrons with disabilities access technology. The program has been such a wild success that we anticipate expanding it to all three locations.

Putterham continued to blaze the way by launching a telescope lending pilot program. With only one telescope on offer, the wait list for patrons was over a year long. By the end of 2017, we had expanded the program to offer multiple telescopes at each location.

Circulation of virtual material continues to increase at a breakneck pace. We offer many services to stream video, take classes, read books, have books read to you, or listen to music. Hoopla, which is sponsored by the Brookline Library Foundation, increases its circulation in double digits every month, with a total increase of over 300% since launch.

The Children's Department held 738 of programs (weekly story times for 0-5 years old, foreign language programming, singalongs, concerts and family yoga) this past year which were attended by over 26,000 patrons. We held our 6th



annual Fall Fest which entertained 200 patrons with mini-pumpkin decorating and a “guess the literary pumpkin” contest. The Children’s Department once again hosted the 90 Second Newbury Moviemaking Festival. The Festival is “an annual video contest in which young filmmakers create weird short movies that tell the entire stories of Newbery-winning books in about a minute and a half.” The winners of this national competition are invited to a screening in a major city. In addition to offering many exciting story times, like Mother Goose on the Loose!, the Library offers story times in French, Hebrew, Korean, Mandarin, and Japanese.

Our Teen department ran 97 programs, including larger events run in partnership with either the Adult or Children’s programming teams, and entertained 1,777 people over the year. Several safety and wellness programs were offered including: Home Alone Safety, CPR training, and Babysitting certification. The partnership with Girls Who Code continued in 2017 with two clubs running every week during the school year. The weekly teen Fandom Tuesday club celebrates any topic the teens are excited about, and meetings draw in an enthusiastic returning crowd who debate favorites, enjoy snacks, and make crafts. Many patrons come to enjoy a pie tasting contest on Pi Day (3/14), with pies provided by staff from their own kitchens.



In May, the library was crawling with superheroes as we celebrated Wonder Woman Day. Our annual Tee Off @ the Library, this June combining Star Wars with mini-golf adventures, was once again a successful family and adult event. In June, teens and their families were invited in for a panel discussion of 13 Reasons Why, the controversial teen suicide television show. After six months of careful planning, in November, we hosted a library-wide spectacular, interactive Harry Potter evening event. Staff and teen volunteers ran Triwizard Tournament themed activities and managed feasts for 900 fans of all ages.

Adult programming increased dramatically this year, with 619 programs for 8,399 attendees.

The Trustees of the Library formed a Long Range Planning Committee at the beginning of 2016. The resulting Public Library of Brookline Strategic Plan: FY18-FY22 deployed it’s first annual action plan in July of 2017.

The FY18 Annual Planning Action Document, can be found here:

<https://www.brooklinelibrary.org/wp-content/uploads/2017/04/FY18ActionPlan.pdf>

In July the Trustees generously funded a massive collection move at the Brookline Village library. The library was closed for 2 days so that we could bring the high value, high use collections upstairs and to the front of the building, where they would be most easily accessed by patrons. The project was branded Reimagining the Library, and was widely considered successful. The building now offers more seating, a higher level of accessibility as defined by ADA, and more areas to gather, read, study, or work collaboratively.

The whole plan can be found here:

<https://www.brooklinelibrary.org/about/policies/>

The Town funded the CIP items that will enable the Coolidge Corner Library to be renovated, with additions of an elevator, replacement of carpeting, fresh paint, repointed bricks, a new roof, replacement of original 1970 windows, and improved fire alarms.

Since there was going to be so much work being done, the Board of Library Trustees and the Brookline Library Foundation partnered to donate \$1,000,000 to the Town to augment the project. Items funded by the BOLT/BLF include: all new RFID technology, including an automated materials handler, noise mediation (including glassing in the children’s room, and sound proofing the program room), improved staff quarters in the long neglected mezzanine, and increased seating for the public to enjoy.

The Friends have funded a restoration of the atrium garden, and a new Artist in Residence Program to add art to the parking spaces below the building.

We currently offer 68 electronic databases, most of which can be accessed from home computers or wireless devices. Some are provided by the State, some by the Massachusetts Library Network, and others through our membership in the Minuteman Library Network. MLN is a consortium of 43 public and academic libraries who work together to enhance service for library users. The library has many subscriptions to interesting databases and online services including Hoopla, for streaming movies, Flipster, for reading magazines, Consumer Reports Online for research, and TumbleBooks for early childhood literacy.

Technology has been very helpful to us in facilitating the way in which our patrons can borrow materials from other libraries, in 2017 Brookline residents borrowed 153,234 items from libraries outside of Brookline in the Minuteman network. These items usually arrived within a day or two of requests being placed on the computer, either remotely or at the library. Due to the widespread interests and acumen of Brookline residents the library borrows more books from other libraries than anyone else in the state with the exception of Cambridge. We are also a very generous lender with 125,285 items lent to other libraries in the state. Over the past ten years, the level of sharing among Minuteman libraries has increased 500%.

In addition to providing robust social media content through Facebook, Twitter, Instagram, Tumblr and others, we have added several important new e-resources including Kanopy. Kanopy provides streaming video content, both educational and for entertainment: "We are proud to stream more than 26,00 films to over 3,00 higher education campuses worldwide, reaching millions of students around the globe. Our reach is now extending to public libraries across the world." (Kanopy.com)

Trustees and Staff

The Board of Library Trustees consists of twelve members, serving staggered three year terms. The Board sets policy and oversees the management and operation of the library system.

The Trustees continued to avidly support the library by providing funding for books, library materials, professional development and continuing education, and staff meetings. The Trustees augmented the budget provided by the Town by over \$200,000.

Magdalene Moran resigned from the Board in 2017. Karen Livingston and Gary Jones were successfully re-elected in the spring election. Chris Chanyasulkit won election in May.

In the spring of 2018, Trustees Carol Axelrod, Regina Healy, and Vivien Goldman will be eligible for re-election.

The library community deeply grieved the death of two of it's most wonderful members:

Liz Mellett passed away after a long struggle with brain cancer in September. Liz had worked for the library for over 30 years, and served many years as a distinguished reference librarian. Liz's love of mysteries helped the library to offer an amazing and diverse mystery section. She is deeply missed.

Zoya Spezhakov passed away in the fall after a battle with cancer. Much admired by the Coolidge Corner community, and the Russian patrons, Zoya was a page at Coolidge. She loved her work and approached it with zeal and humor. She is very much missed.

We experienced several important resignations on the staff in 2017.

Pei Mu retired in November from many years of service to the Coolidge Corner community. Pei was diligent, detail oriented, hard working, and kind. She worked hard on the Chinese periodicals collection, but was willing to pitch in with any project.

Catherine Dooley retired after over 20 years of service. Cathy served the library as a Reference Librarian and as the Branch Supervisor of the Coolidge Corner Library. Cathy loved serving the Coolidge Corner community

Mary Bergman retired after over 40 years of service. Mary was a Cataloging Librarian in the Technical Services Department of the library for her entire tenure with the library. Mary had an encyclopedic knowledge of cataloging rules and practices. Mary was diligent and dedicated in the execution of her duties.

Ting Yin retired from the library after over 20 years of service to the Coolidge Corner community. Ting excelled at developing the Chinese Language collection at Coolidge Corner, long one of the largest and most heavily circulating collections in the state.

Nancy Chadburn was a long time library assistant at the Coolidge Corner library who retired and moved back home to the Midwest. Nancy was an intellectual, always watching out for something new to learn, or some valuable undiscovered treasure in the collection.

Additional departures includes Librarians Stephen Nedell, Araceli Hintermeister, Kelly Unsworth, Quinn Morris-Pearson, and Andy Moore. Library Assistants Maddalena Ranieri, Maryam Karimi, Jenny Seicol, Sally Rubinstein, Maria Rolsal, Michael Cultrera, and Sam Hunter, and pages Nona Woodle, Bradley Sidman, and Daniella Shakirzavoa, and houseworkers Gabriel Barboza and Messaoud Kerris.

We are happy to announce that the following employees were promoted: Roy Mackenzie, Brenda Craig, Haley Robertson, Bryan Kreusch, Sebastien Sulser, Jesse Ellis, Melinda Carr, Hope Genty, Kenny Yim, Gina Wise, Batia Bloomenthal, and Becca Bastron.

Full time staff members work 37 hours per week, including evening, Saturday and Sunday hours. Educational backgrounds include English, History, Literature, Mathematics, Biology, Music and Computer Science.

Part time staff members work a variety of different schedules, but also include evening and weekend hours.

The staff is fluent in a number of different languages including Hebrew, Spanish, Chinese, Italian, American Sign Language, French, Greek, Hungarian, Mongolian, Yiddish, and Portuguese.

The library currently has 94 total employees, 31 of whom hold Masters Degrees in Library Science.

Friends

The Friends of the Brookline Public Library were established as an independent 501 © 3 corporation in 1981. Through an ongoing booksale the Friends raise funds to supplement and enhance library services. They have sponsored a growing number of programs including storytellers, musicians, magicians, green initiatives, senior socials, film festivals, and other educational and entertaining events.

In 2017 the Friends authorized funding for the complete restoration of the atrium garden inside the Coolidge Corner library. Over the years the skylight has become opaque and the plants in the atrium have struggled to get the natural light that they need to survive. Once the skylight is replaced, they will have new, mature plants and trees installed to restore the atrium to it's former glory.



The Friends also sponsor a great many staff development and continuing education opportunities, which enable the staff to offer the best and most current library practices to the community. In 2017 the Friends sent many staff to the American Library Associations Midwinter Conference, as well as some staff to Massachusetts Library Association Conference, LeakyCon, BookExpo America, DPLA Fest, Digital Commonwealth, and many more.

With so many immigrants in Brookline, one of the most valuable services that the Friends sponsor is their ESL classes. Free instruction to people who want to learn English is offered at the Coolidge Corner Branch.

The Friends are always looking for volunteers to help with the events discussed above, as well as with other ongoing activities. Please ask for a brochure next time you visit the library, or visit:

<https://www.brooklinelibrary.org/about/friends-of-the-brookline-library/>

Brookline Library Foundation

The Brookline Library Foundation was incorporated in 1999 as an independent non-profit 501 © 3 corporation, whose initial purpose was to raise funds in support of the renovation of the Main Library. After contributing more than \$4 million for the Main Library renovation project, the Foundation continues to raise funds through an annual mailing and it's annual Midwinter Mingle. The Foundation has made significant contributions to enhance the programs, services, and facilities offered at all three branches.

In 2017, the Foundation generously voted to contribute \$500,000 of their funds to support the Coolidge Corner renovation. The Foundation has a distinguished history of supporting capital projects for the library, starting with the 2003 renovation of the Main Library, and including renovations of Putterham, the Coolidge Corner Children's Room, and the Putterham Garden.

This year the Foundation has given the library \$30,000 for technology improvements, including the addition of laptop carts (forthcoming!), digital signage, and Transit Screens which will provide up to the minute MBTA information.

The Foundation continues to fund our extremely popular Museum Pass program, and now sponsors many of our digital resources as well as most of our Children's programming.

Brookline Library Music Foundation

Brookline Library Music Foundation celebrates its 64th year this year. They presented six free concerts in 2017 at the Main Library, to the delight of over 675 attendees. As always the concerts featured a wide variety of musical styles, including classical, jazz, and modern.

Conclusion

I want to thank the Trustees, Foundation, Friends, and people of Brookline for your robust support of the Public Library of Brookline. I would like to thank the staff for all of your hard work, creativity, innovation and devotion to the highest level of service to the Brookline community; it is an honor to lead such a dedicated group of individuals. The Trustees and Staff all appreciate the support of the Select Board, Advisory Committee, Town Meeting, and other municipal departments. We look forward to 2018.

Brookline Interactive Group

Kathy Bisbee, Director

Welcome to BIG - Brookline Interactive Group - your community media center, where inspiration gives voice to expression. We have had an exciting year, powered by a phenomenal staff, who with our interns, members, and community partners form the team that has enabled BIG to become internationally-recognized as a leader in the worlds of community media and virtual reality, while simultaneously serving our town, our local youth and adult community members with ever-expanding educational programming, production services, and media-making resources.

We've continued to grow our educational offerings and founded the nation's first Public VR Lab, a project of BIG, whose mission is to facilitate a public dialogue and projects around new VR/XR-related technologies; support the community creation of 360, virtual and augmented content, provide access to tools and headsets; and generate socially-relevant and locally-focused public interest VR experiences.

BIG is recognized as a thought-leader, a leader nationally in the community media field in envisioning the future for public media as a relevant and vital part of every community, serving as a conduit between technology, media-making and expression for all community members.

Education is a core element of BIG's mission, as teaching and empowering members of the Brookline Community to create their own media is one of our primary goals. This year we've watched our students, members, volunteers and staff create timely, relevant local content, watched by the community at public forums, on our community cable channels, as journalistic reports, online and in social media.

In 2017, BIG provided over 27 after school programs serving over 267 k-12 youth at Brookline Public Schools, taught extensive media education courses and provided educational coverage through programs in Brookline Public Schools and throughout the Brookline community. Thanks to BIG's continued partnerships with Brookline High School, Gateway Arts, Ivy Street School, Brookline Adult and Community Education (BACE), Brookline Recreation, Brookline Early Education Program, individual K-8 schools and PTO and enrichment groups.

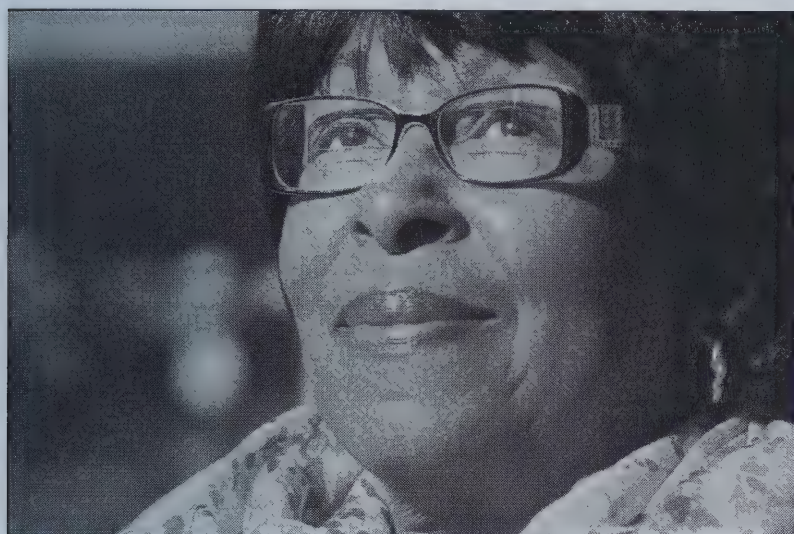


BIG's new job training program in 2017 had Brookline High School students participate in the launch of "Crowdsourced Cinema" a collaborative art project to remake the famous film, Back to the Future.

As part of BIG's innovative collaboration with BHS and BPS, BIG supports Brookline High School teachers and students through providing media and technology classes, trainings, opportunities, computer equipment and labs, and facility maintenance. BIG partners with teachers, departments and programs at BHS, including BHS Performing Arts, to cover monthly arts and theater events, holds meetings for departments at the high school, covers BHS graduation, provides internship and volunteer opportunities for its students, and hosts gatherings, screenings, film festivals, and programs in collaboration with Race Reels, the 21st Century Fund, and other organizations. We cover BHS's graduation, Days of Dialogue, professional development days, and hold convenings for department heads, nurses, and faculty members.

BIG continued its partnership with Brookline Adult and Community Education (BACE) to offer media-focused classes for adults in BIG's space, as well as programming

for kids during February, April, and Summer vacations through their Smart Summers program. Classes include digital storytelling, Movie Makers, Scratch programming, graphic design, comic drawing, Lego stop motion, Claymation, and iMovie. Our adult class offerings include podcasting, DSLR camera trainings, documentary filmmaking, Unity programming, 3-D modeling, and digital storytelling workshops for personal narratives. We offer an annual film sprint, a collaborative community filmmaking experience with our new project Crowdsourced Boston, and community production grants that create local films on issues that matter to Brookline residents and beyond.



Betty, A Dummer Street resident featured in the film

"Initially contacting strangers at 86 Dummer Street about my film idea was infinitely easier as a production grantee with Brookline Interactive Group. These credentials literally opened doors for me. BIG's staff was patient, informative, and provided generous support in the filmmaking process that was a wonderful part of the experience, along with sharing along the way with my grantee cohorts."

-Brookline Resident and filmmaker, Aynsley Floyd

BIG averages 251 users in its public and education-related spaces on a daily basis. Half of that usage is student use of the facilities during and after school. For the past three years, BIG has seen the total usage at 86,700 person visits, with over 2200 members in its database. On average, BIG's member created 16 LIVE cable television shows every month in 2017, and produced hundreds of hours of locally-relevant content.

In April of 2017, BIG's project, the Public VR Lab focused on making VR/AR storytelling accessible in Brookline and beyond. We first hosted an Eco-Hackathon, with 150 registrants producing educational content in AR, VR, WebVR and 360 filmmaking over the course of Earth Day weekend. In the fall, we partnered with the Boston Globe's STAT news team to train them on how to create 360 films and co-produced three short films that were featured at Hubweek. The Lab and BIG's team were invited to Nairobi, Kenya to demo a customized global air pollution VR experience at the United Nations Environment Assembly to over 800 world leaders to consider the implications of storytelling in this new medium. In 2017, BIG created an augmented reality experience along the Boston Marathon route on Beacon Street in Brookline, where residents could download an app and "catch" stories from locals about their marathon experiences. BIG collaborated with the Town of Brookline to create a WebVR experience showcasing the town's public art and monuments. All of these pioneering projects can be viewed online at publicvrlab.com.

Through members, students, staff, interns, partner organizations and volunteers, BIG has generated, over 1632 hours of content in the past three fiscal years. In FY2016-17, BIG's resources resulted in over 776 hours of content.

- Government - 238 programs (3.5hrs weekly average) 833 hrs over 3 years.
- Educational- 285 programs (2 hrs weekly average) 570 hrs over 3 years.
- Public- 322 programs (45 minute weekly average) 241.5 hrs over 3 years

BIG is a co-sponsor and partner of many media-related projects in the community, in collaboration with non-profit organizations and Town committees, including Race Reels, the JFK anniversary events, CAN, Climate Action, Brookline Library, the Brookline Teen Center, Steps to Success, Age Friendly Cities, Sister Cities, the Chamber of Commerce, the Martin Luther King Day events, the 21st Century Fund, BEF, BCF, Women and Girls Thriving in Brookline, the Brookline Arts Center, Brookline Mental Health Center, the Chamber, Team Brookline, community art shows and events, and many others. Families and organizations can rent BIG's 25-seat theatre, conference room, and studio spaces for birthday parties, kickoff events, or to collaborate with BIG as a co-sponsor of media and technology training programs or a film series by signing up via email at info@brooklineinteractive.org.

BIG also provides low-cost media services such as printing and banner creation, graphic design, promotional videos, specialized media and technology trainings, and develops websites for community groups, individuals and small businesses.

View BIG's community-created content, live streaming and archive of local government meetings, coverage of local events, news, and digital storytelling segments on Comcast (Channel 3, 23) and RCN (Channel 3, 15, and HD 613), and on our YouTube channel at <https://www.youtube.com/user/BrooklineAccessBATV> or by visiting our web site at <http://brooklineinteractive.org/> to see the LIVE cable stream. Or check out our newest project and sign up for VR/XR demos at the PublicVRlab.com.

Hope to see you at BIG this year!

Planning And Community Development

Alison C. Steinfeld, Director

The Department of Planning and Community Development is responsible for planning activities and projects that are focused on preserving and enhancing the quality of life of Brookline residents by protecting and improving neighborhoods; insuring quality development consistent with the Town's by-laws; defining and promoting appropriate economic development; and safeguarding and advancing the amenities that make Brookline a desirable place in which to live, work and invest. These activities include reviewing development and redevelopment projects; working with developers, property owners and regulatory boards to refine proposals; preserving the community's historic and cultural integrity; providing a range of housing opportunities; strengthening and expanding the tax base; promoting energy and sustainability initiatives; exploring grant opportunities; and administering the federally funded Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs. The Department is also responsible for identifying and examining long-term planning issues and initiatives of importance to the community. The Department provides professional and administrative staff support to a host of boards, commissions and committees and works closely with other municipal departments. Consistent with Town policy, the Planning Department is committed to engaging the public, informing and educating the private sector about planning projects, and performing its responsibilities in a transparent manner.

The Planning Department consists of three divisions: Regulatory Planning, Community Planning, and Economic Development and Long-Term Planning, each led by a division head under the supervision of the Planning Director, Alison Steinfeld. Administrative support is provided by Linda Hickey and Derick Yung. Planners, who represent diverse disciplines within the profession, are encouraged to share ideas and expertise in order to promote and support the best interests of the Town as well as expand their own professional knowledge and experience. This team approach extends to working with other municipal departments as well as the School Department.

REGULATORY PLANNING

The Regulatory Planning Division focuses on activities related to land use regulations, including zoning, subdivisions, and historic preservation. The Town's land use regulatory functions are performed by both the Planning and Building Departments, requiring interaction and cooperation within and between the departments as well as boards and commissions. The Division also helps coordinate the Town's commitment to energy efficiency and sustainability, although not technically regulatory functions. The division is managed by Assistant Director for Regulatory Planning Polly Selkoe. Regulatory staff consists of Senior Planner Maria Morelli, Zoning Administrator and Planner Ashley Clark, Planner Karen Martin, and Preservation Planners Meghan Hanrahan Richard and Tonya Loveday.

Regulatory Planners provide staff support to the Zoning Board of Appeals (ZBA), Planning Board, Design Advisory Teams (DATs), Zoning By-law Committee, Preservation Commission, Neighborhood Conservation District Commission (NCDC) and the Select Board's Climate Action Committee (CAC). They guide applicants through the special permit, variance, design review, demolition, Comprehensive Permit, and preservation processes; and provide professional advice and guidance to the regulatory boards. The Regulatory Division also conducts research to guide the physical development of the community, protects the historical integrity of Brookline while helping to plan for changes to the built environment, prepares and reviews zoning amendments for consideration and approval by Town Meeting, and promotes energy efficiency and sustainability by both the public and private sectors. The Division's success is dependent upon a solid and effective working relationship with the Building Department, which is reinforced by weekly meetings to share information and discuss specific projects. This relationship has been further strengthened by the recent introduction of Accela, a permitting software program introduced by the Information Technology Department with significant input by the user departments. It has been a collaborative effort and, although still a work in progress, is evolving into an extraordinarily helpful tool for both staff and the public.

ZONING BOARD OF APPEALS

The ZBA is a three-member quasi-judicial board that is responsible for reviewing and approving applications for relief by special permit and variance from the requirements of the Zoning By-law in accordance with the Massachusetts Zoning Act—G.L. Chapter 40A as well as the Subdivision Control Act. The ZBA is also statutorily charged with the responsibility of ruling on Comprehensive Permit applications to construct affordable housing under G.L. Chapter 40B. The Board is comprised of three members: Chairman Jesse Geller, Christopher Hussey and Mark Zuroff; and four Associate Members who sit when regular members are unable to do so due to absence or conflict-of-interest: Johanna Schneider, Kate Poverman, Stephen Chiumenti and newly-appointed Randolph Meiklejohn. The Town is grateful for the service of all of the members, including Jonathan Book who served as a full member for several years but did not seek reappointment in mid-2017.



Zoning Board of Appeals

The Board typically meets weekly and hears two to three 40A cases each week. Members also serve on panels to hear Comprehensive Permit cases under Chapter 40B. These projects, which seek to expedite review of affordable housing projects under the jurisdiction of one permitting authority—the Zoning Board of Appeals—are typically contentious and require a significant commitment of time and effort by both the ZBA members and Planning Department. Each of the members has been diligent in representing the interests of the Town and the neighborhood to the maximum extent possible within the statutory constraints imposed by Chapter 40B. These constraints are significant—and often frustrating.

Representatives of the Town, neighborhood and Chestnut Hill Realty, owner of Hancock Village as well as several other properties throughout Brookline, agreed to prepare a Master Development Plan for the future of Hancock Village as an alternative to The Residences of South Brookline (an approved Comprehensive Permit for 161 units) and Puddingstone at Chestnut Hill. The hope and expectation amongst the parties during an extensive negotiation process was that an agreed-upon plan, although not perfect, would better promote the interests of the Town, property owner, and neighborhood. A Master Development Plan providing for the final buildout of Hancock Village, was, in fact, generated and submitted to Town Meeting. Unfortunately, Town Meeting failed to approve the plan with the requisite 2/3 majority necessary for amendments to the Zoning By-law. In December, Chestnut Hill Realty reactivated the Puddingstone Comprehensive Permit, which had been placed on hold pending Town Meeting action; it is likely that the property owner will apply for a Building Permit to construct ROSB (potentially, although not necessarily, after litigation is resolved.)

Planning Board

The Planning Board consists of volunteer citizens appointed by the Select Board: Chairman Steven Heikin, Clerk Robert Cook, Linda Hamlin, Blair Hines, Matthew Oudens, Mark Zarrillo and James Carr who was appointed in fall 2017 to fill a vacancy on the Board.

Based on professional advice provided by the Planning Department, the Planning Board makes recommendations to the ZBA on all development proposals that require zoning relief under G.L. Chapter 40A; and reviews all proposed commercial signage and awnings, façade alterations, and wireless telecommunication facilities. The Planning Board also convenes Design Advisory Teams (DATs), Design Review Teams (DRTs), and less formal “design groups” to work with the applicant on design aspects of larger projects; reviews and makes recommendations on the Capital Improvement Program (CIP); and provides recommendations to Town Meeting relative to land use matters. Many Board members also serve as liaisons to other Town committees, including the Moderator’s Committee on Zoning, Open Space Committee, Housing Advisory Board and an ad-hoc committee overseeing the Strategic Asset Plan and Major Parcel Study.

Planners worked with several DATs during 2017. Proposals included the Hilton Garden Inn at 700 Brookline Avenue, a 15-unit apartment building at 54 Auburn Street, and the former Dunkin' Donuts site at 20 Boylston Street.

The Planning Board and ZBA reviewed a total of 98 zoning applications for new dwellings, additions, conversions of existing dwellings for additional units, and construction of new commercial structures and uses, including renovations to the Audi dealership on Route 9, a mixed-use building at 1028 Commonwealth Avenue, and many smaller proposals. Given the strong real estate market and Brookline's strategic location relative to Boston and the Longwood Medical Area specifically, the Planning Department as well as the regulatory bodies to which it provides staff support has witnessed an increased workload in recent years.

Zoning By-Law Amendments

The Planning Board conducted the statutorily required public hearings for zoning amendments submitted to Town Meeting. At Spring Town Meeting, there were two zoning amendments submitted by the Planning Department, both of which were adopted. The first was a moratorium on recreational marijuana to ensure that the Town's regulations would not conflict with pending State regulations and to allow time for relevant Town Departments and the Licensing Review Committee to formulate a by-law with appropriate safeguards. The second amendment was to allow administrative approval of certain signs and awnings. Six warrant articles were submitted related to the Hancock Village Master Development Plan and, although there was a majority vote in support of them, the 2/3 majority for passage of zoning amendments was not met. The Planning Board also reviewed and supported revisions to the Zoning By-Law to replace "Select Board" with gender-neutral language.

PRESERVATION

Preservation Planners are dedicated to protecting, restoring, and preserving Brookline's historical, architectural and cultural assets; encouraging a healthy preservation and development climate; and advising property owners regarding historical and technical restoration procedures as well as mechanisms to protect specific properties and neighborhoods. Planners provide professional and technical staff support to the Preservation Commission and Neighborhood Conservation District Commission. The Preservation Planners also regularly aid constituents with research and general inquiries related to preservation planning. In addition, the Preservation Planners provide technical expertise to various Town Departments regarding proposed work on Town-owned historic properties.

With the support of Planning Department staff, the Preservation Commission is responsible for the educational, cultural, physical, economic and general public welfare through preservation of the historical and cultural assets of Brookline, including buildings, sites and districts of historical and architectural significance. It also encourages the development of appropriate uses and settings for such buildings and places. Appointed by the Select Board, the Preservation Commission consists of Chair David King, Vice-Chair Elton Elperin, James Batchelor, Wendy Ecker, Rosemary Battles Foy and Peter Kleiner. Commission alternates include David Jack, and Ricard Panciera.

Local Historic Districts

The Town has eight Local Historic Districts (LHDs): Pill Hill, Cottage Farm, Graffam-McKay, Harvard Avenue, Chestnut Hill North, Lawrence, Wild-Sargent and Crowninshield. LHD-designation imposes constraints, established by carefully-articulated design guidelines, on changes to the exterior of properties in order to protect the historic integrity of the district. In 2017, the Planning Department received 125 applications for exterior work in these districts. Preservation Planners often work with applicants early in the design phase to ensure that proposed work is in keeping with the Design Guidelines for LHDs.

Demolition

The Preservation Commission is responsible for reviewing projects under the Demolition Delay By-Law. Buildings facing partial or complete demolition, as defined by by-law, are evaluated by the Preservation Planners to determine their historical and/or architectural significance before a demolition or building permit may be issued. If the Planners determine that the property is significant or potentially significant, the matter is referred to the Preservation Commission. If it deems the property significant, a 12-month demolition delay or, in the case of

buildings listed on or deemed eligible for listing on the National or State Register of Historic Places, an 18-month delay is imposed.

The Preservation Commission reviewed 65 applications for demolition in 2017, of which 31 were ultimately found significant by the Commission. The Preservation Commission may agree to lift the stay of demolition early in exchange for design review and approval of the new construction or proposed alteration. Preservation Planners regularly work with property owners in the early stages of project planning to develop alternative designs in order to avoid triggering review under the Demolition Delay By-law and to protect the historic attributes of the property. In 2017, the Commission received 20 such requests, and lifted the stay on all but one—a testament to the effectiveness of the Demolition Delay By-law that encourages parties to work together to develop alternatives to demolition.

Certified Local Government and Town-owned Historic Buildings

The Town is a Certified Local Government (CLG), which allows for a close integration of federal, state, and local preservation activities. By extending state and federal programs to the local level, the CLG program allows the Town to apply for survey and planning grant funding. In 2017, the Town was awarded \$20,000 to hire a preservation consultant to conduct a neighborhood survey of historic resources in the Aspinwall Hill area. The pre-application for a second survey round, as well as a pre-application for funding to hire a consultant to revise the Town's Demolition By-Law, was also submitted in 2017.

Neighborhood Conservation Districts (NCDs)

The Neighborhood Conservation District Commission is charged with establishing rules, regulations and procedures for NCDs, and reviewing projects in the Town's two NCDs: Hancock Village and Greater Toxteth. Commissioners include Chair Dick Garver, Vice-Chair Paul Bell, Dennis DeWitt, Deborah Goldberg, David Jack and Robin Koocher; and Alternates Mark Allen and Stephen Chiumenti. The Commission has been working on design standards to supplement the existing guidelines for the Greater Toxteth NCD.

Climate Action and Sustainability

Maintaining and promoting energy efficiency and sustainability are critical functions of the Planning Department. Senior Planner Maria Morelli focuses 50% of her time on a variety of energy-related issues including providing staff support to the Climate Action Committee (CAC). The CAC, chaired by Select Board Member Nancy Heller and Werner Lohe, focuses on climate, energy, and sustainability initiatives. Some of the specific activities and accomplishments in 2017 include:

- The CAC prepared a Climate Mitigation and Adaptation Action Plan (CAP) for 2018 to focus on a greenhouse gas reduction goal of 80% by 2050.
- The Planning Department secured a grant from the Massachusetts Department of Energy Resources for \$233,000 for the installation of LED lights in several municipal buildings and on street poles along the new Emerald Necklace bike path.
- The Town launched Brookline Green Electricity to purchase electricity on behalf of residents and businesses. The program default product provides 25% more renewable energy in addition to what the State requires, making Brookline's program a leader nationwide.
- With the help of a \$20,000 State Community Compact grant, the Town worked with the Metropolitan Area Planning Council (MAPC) to conduct an assessment of populations and infrastructure vulnerable to extreme heat, flooding, and precipitation. Working with MAPC, a team of representing a wide range of municipal departments as well as two representatives each from the CAC and Climate Action Brookline, led the development of the assessment and action items. The report was submitted to the Massachusetts Executive Office of Energy and Environmental Affairs in order to apply for Municipal Vulnerability Preparedness designation to make the Town eligible for grant funding.
- A CAC subcommittee, charged with exploring best practices, financial models, and challenges associated with Net Zero, worked with the Building Department and Building Commission to guide future policies for municipal buildings.

- The Transportation Access Plan Guidelines were updated to include recommendations that major impact projects have 2% of their parking spaces installed with charging stations and an additional 15% of parking spaces are electric vehicle-ready.

COMMUNITY PLANNING

Joe Viola, Assistant Director for Community Planning, manages the Community Planning Division, which includes Housing and Community Development sub-components and addresses other general planning issues. Andy Martineau, previously an Economic Development-Long Term Planner with the Department, transferred to the Community Planning Division to expand his professional expertise in the position of Community Planner. Former CDBG Fiscal Officer Ewana Lindo-Smith joined the division in January in the role of Community Development Administrator. They join Virginia Bullock, Senior Housing Planner, and David Guzman, Housing Planner.

Community Development

For almost four decades, the Town of Brookline has been the recipient of an annual federal Community Development Block Grant (CDBG). The program provides communities with resources to address a wide range of unique community development needs targeted principally toward low- and moderate-income persons. Although funds are allocated via formula, securing and administering the grant involves a tremendous amount of effort and requires strict attention to federal regulations. The use of CDBG funding is guided by the Town's Five Year Consolidated Plan and Strategy, prepared in 2015. Each year, staff oversees the creation of the Town's Annual Action Plan, which serves as a roadmap for the use of CDBG funds in the current fiscal year.

Approximately \$2.6 million in grant funds were administered during Fiscal Years 2017-2018, which span calendar year 2017. In addition to many public services that serve elders, youth and other eligible populations, federal funds helped the Brookline Housing Authority (BHA) to address its portfolio-wide capital improvement needs. CDBG funds were also allocated for programs including the Parks and Open Space Division's landscape improvements to the Brookline Avenue playground, design and legal costs for the Town's Gateway East project, and JCHE's senior housing project at Temple Kehillath Israel.

As in past years, staff shepherded the use of CDBG funds to support affordable housing, public facilities, and social services targeted to the Town's most vulnerable populations while continuing to meet HUD's ever-evolving and increasingly complex administrative and technical reporting requirements. Staff was able to integrate CDBG and HOME funds within the Town's overall planning program and, whenever possible, leverage other private, state and federal dollars through the commitment of Town-controlled dollars to various projects. Staff also closely monitored Congressional activities relative to the CDBG Program and worked with HUD and the National Community Development Association to stay current on regulations, policies and procedures.

Community Development Advisory Committee

Citizen participation is a key component of the CDBG Program. Not only is it required by the Program, it is consistent with Town policy to engage the public in decision-making. In advance of the new fiscal year, staff assisted the Community Development Advisory Committee in conducting several public meetings to deliberate on grant requests, with the process culminating in a funding recommendation to the Select Board. In July 2017, the Select Board held a public hearing to approve a \$1.3 million CDBG budget as part of its approval of the Town's Fiscal Year 2018 Annual Action Plan.

WestMetro HOME Consortium

Housing Planners have participated in the WestMetro HOME Consortium since 1991, along with Newton, Waltham and Watertown. Bedford, Belmont, Framingham, Lexington, Lincoln, Natick, Needham, and Sudbury have recently joined the Consortium. Since its founding, the Consortium has distributed over \$35 million in HOME funds to its members, and provided grants and loans of HOME funds to for-and non-profit developers and directly to low-income households to create hundreds of units of affordable housing. HOME funds utilized and overseen by

Brookline's Housing Planners have leveraged millions in other public and private funds to produce affordable units.

HOUSING

Housing Planners focused on creating, preserving, and improving affordable rental and ownership housing by working with the Housing Advisory Board (HAB) and Select Board to channel the appropriate Town-controlled resources into development projects as opportunities arise. Staff assisted households with incomes ranging from extremely low income (less than 30% of area median income—AMI) to upper-moderate income (up to 110% of AMI).

The Housing Office has been faced with the challenge of operating with decreased federal, state and private housing development resources as well as changing tax and funding policies at the federal level. Federal funds must be committed to projects and expended in much more abbreviated timeframes than in the past, making it more difficult to amass funds in order to leverage private funding to support and create affordable housing.

While there were no developer-funded contributions to the Housing Trust via inclusionary zoning during 2017, Housing Planners continued to engage developers in discussions regarding required cash payments to the trust as a number of projects move from permitting toward construction.

Housing Development

The Town's Inclusionary Zoning By-law is designed to generate new affordable housing units serving households below 50%, 80% and 100% of Area Median Income. The Housing Planners continued to work with other Planners to insure that the By-law was applied appropriately to proposed housing development that fell within the purview of the By-law.

In 2017, with the recommendation of the HAB and approval by the Select Board, the Town was able to commit \$2.5 million for a senior housing project at 370 Harvard St. Being developed by the Jewish Community Housing for the Elderly (JCHE), this project will contain 62 affordable units for low- and moderate-income seniors. The Town anticipates that eleven of these units will be subsidized with HOME funds. The JCHE project received ZBA approval of its Comprehensive Permit in March, 2017. Staff will participate in the closing process when JCHE receives its final funding allocation from the Massachusetts Department of Housing and Community Development.



Community Planning staff worked with the Select Board-appointed Kent-Station Street Senior Housing Committee to explore a proposal for air rights development of affordable senior housing over the Kent-Station Street Parking Lot, with retention of the public parking on the site. The Committee worked with the Massachusetts Housing Partnership to explore feasibility and discussed the creation of a Request for Information that would be released to engage the development community about potential site development.

Housing Advisory Board (HAB)

Housing staff continued to provide technical support to the HAB, which is charged with recommending housing policies, plans, and programs to the Select Board, particularly those related to promoting affordable housing. The HAB also serves as trustee of the Town's Housing Trust and, in that capacity, recommends to the Select Board appropriate investments that will help expand, support and preserve the supply of subsidized housing. HAB membership includes Roger Blood (Chair); Steven Heikin (Planning Board representative); Michael Jacobs (Brookline Housing Authority representative); Karen Kepler; Bill Madsen-Hardy, Rita McNally (tenant representative) and Alice Wong.

Over the past year, the HAB deliberated over a number of housing policy issues and funding recommendations to the Select Board. In addition to the substantial commitment to the JCHE project, the Board recommended the use of Trust funds to enable the Brookline Improvement Coalition to purchase and hold a foreclosed condominium unit in preparation for its resale and retention as an affordable unit. The HAB and Brookline Housing Authority (BHA) had a number of discussions about the Authority's Strategic Plan to renovate its seven federal public housing properties and the possibility of creating additional infill units within certain developments. HAB members expressed support for the potential use of Town-controlled resources to fund predevelopment costs that would aid BHA's efforts to leverage tax credits and other federal and state resources. Related to zoning and land use, the Board discussed possible changes to the Town's Inclusionary Zoning by-law, whether to support the State's zoning reform legislation designed to increase state-wide housing production, and how to support the efforts of the Kent-Station Street Senior Housing Committee as it looks to determine feasibility for the reuse of the site.

Homebuyer Assistance

The Housing Office continued to provide homebuyer and renter counseling for those seeking affordable housing in Brookline. Housing Planners managed the resale process of six deed-restricted affordable homeownership units involving affirmative marketing, selecting income-eligible households by lottery, determining eligibility, and providing technical assistance to households purchasing the units. Staff assisted two homebuyers in refinancing existing units purchased under the Homebuyer Assistance Program.

Creation and Preservation of Affordable Housing Opportunities

Housing Planners continued to work with for- and non-profit agencies to preserve existing affordable rental housing and to provide technical assistance related to the creation of new units. In 2017, staff administered the use of over \$380,000 in CDBG grant funding to the BHA for capital improvement projects at several of its developments and were able to successfully program and oversee the use of \$237,000 in HOME program income by the BHA for capital improvements to its Trustman Development. Staff also worked with Hebrew Senior Life as it looked to refinance of a number of its properties on Centre Street.

Affordability Monitoring

Housing staff is responsible for monitoring and enforcing the Affordability Requirements of homeownership and rental projects, with each development subject to its own set of regulatory documents. Staff monitored 455 rental units at 17 properties to assure continued service to eligible tenants at affordable rents as well as 160 affordable condominium units to confirm continued owner occupancy. Housing Planners have provided invaluable advice and guidance during the Comprehensive Permit processes. They were also instrumental in helping to create the documentation for the Hancock Village Master Development Plan to assure the creation and retention of subsidized units for eligible tenants as well as insure their inclusion on the Town's SHI.

Hubway

Planning staff worked with MAPC and the Cities of Boston, Cambridge and Somerville to execute a contract with an operator for the Hubway Bicycle Share System, Motivate International, Inc. After contracting with Motivate, the Hubway communities and the operator were able procure a title sponsor for the Hubway System, which will lead to expansion for the entire system, including up to nine additional stations in Brookline.

Gateway East

After years of planning including extensive opportunities for public engagement, the Town advanced the Gateway East Project by hosting a 25% Design Public Hearing in April and by submitting 75% design plans to the Massachusetts Department of Transportation. In late 2017, the Town was authorized by MassDOT to enter into negotiations with affected property owners to secure temporary or permanent easements needed for the project. The project is on track to secure State funding in calendar year 2018 and begin construction in late 2018.

ECONOMIC DEVELOPMENT AND LONG-TERM PLANNING

The Economic Development and Long-Term Planning (EDALT) Division works to enhance tax growth from commercial properties; aid the growth of existing businesses and attract new businesses; improve the functional and aesthetic qualities of public space in commercial areas; and lead long-range planning efforts for the Town. Under the supervision of Kara Brewton, Economic Development Director, the Division was joined this year by Economic Development and Long-Term Planners Francisco Torres and Trevor Johnson.

Co-Working Space Grows in Brookline

Co-working spaces attract innovative start-up businesses, generate local jobs, enhance neighborhood vitality, and support area residents during job and career transitions. In 2017, the Town approved a façade improvement loan to one of our co-working businesses, The Village Works at 202 Washington Street. This loan helped to fund repair masonry, upgrade windows and provide a more accessible front door to one of the oldest commercial buildings in Brookline Village (circa 1869). With a support letter from the Town, The Village Works also received a \$10,000 grant from MassDevelopment's Collaborative Workspace Program for soundproofing and audio-visual equipment.

Other Small Business Assistance

Technical assistance resulted in the opening of several new storefronts in calendar year 2017: Allium Market, Curds and Co., and Oath Pizza. EDALT staff also continued to support commercial areas events led by other community organizations, including the Coolidge Corner Arts Festival, Village Fair, and First Light Festival.

Construction at Cleveland Circle and Brookline Place

The garage at 1 and 2-4 Brookline Place was rebuilt in 2017 on schedule; the next phase of construction is a 230,000 square-foot medical office building for Children's Hospital Boston. National Development completed most of the development at 375 Chestnut Hill Avenue in Cleveland Circle. This hotel and assisted living development is located in both Boston and Brookline, including a restaurant and 68 hotel rooms in Brookline. Once completed, these two projects together are estimated to generate more than \$2.5 million of new tax revenue per year to Brookline.

Economic Development Advisory Board

The Economic Development Advisory Board (EDAB) seeks to strengthen and expand the commercial tax base to support Town programs and services. Additionally, EDAB works to increase the value of commercial properties by promoting the vitality of our commercial areas and supporting our small businesses. EDAB is led by Co-Chairs Anne Meyers and Paul Saner; members include Cliff Brown, Derrick Choi, Alan Christ, Susan Houston, Carol Levin, Kenneth Lewis, Thomas Nally, Marilyn Newman, Alden Raine, and Donald A. Warner.

Over the past several years, EDAB has recommended to the Select Board that it create committees to study commercial development at the property- or block-specific level. These committees are led by Select Board members and analyze zoning, mitigation and public benefits. For example, the Coolidge Corner Study Committee began in 2017 analyzing the Holiday Inn site at 1200 Beacon Street, and a potential mixed-use hotel/residential development at the site of the Waldo and Durgin garages on the southwest corner of Pleasant and John Streets.

As part of its multi-year "Planning for a Changing Brookline" series, EDAB heard from many residents, businesses, and property owners a desire to study larger stretches of commercial neighborhoods at once. Through a survey conducted by MAPC, EDAB learned that a majority of respondents wanted to see more technology-related businesses (including startups, business incubators and maker-spaces). Additionally, more than 89% of respondents noted they would support retail/housing and retail/office developments in our commercial districts. MAPC will complete a Commercial Areas Vision report in 2018, including specific recommendations for each commercial district.

Strategic Asset Plan and Major Parcel Study

Brookline has diverse landscapes, development patterns, and ever-changing community needs influenced by local preferences and regional pressures. Even in recent years during which the Town has not seen significant population or housing unit increases, demographic changes continue to challenge Town services. To better understand current conditions, future trends, longer-term capital and service needs, and the potential for change of larger properties within the Town, a Planning Board subcommittee began work on a Strategic Asset Plan and

Major Parcel Study. Chaired by Planning Board member Bob Cook, the Subcommittee included Select Board Chair Neil Wishinsky, former Select Board Chair Betsy DeWitt, Advisory Committee Vice-Chair Carla Benka, Brookline Neighborhood Alliance Board member Lynda Roseman, and Building Commission member George Cole. While the bulk of their work was completed in 2017, the final reports are anticipated to be issued in early 2018. These companion studies provide information, analysis and a toolkit of choices for the Town to use in the next 5 to 15 years to continue to provide a high quality of life amidst change.

Brookline Housing Authority

The Brookline Housing Authority (BHA) is an independent public agency established in 1948 under MGL Ch. 121B that provides affordable housing and extensive resident services. The BHA collaborates closely with the Town of Brookline.

Board of Commissioners

The Board consists of five Commissioners, four of whom are elected by Town voters. The fifth is appointed by the Governor of the Commonwealth. One member is a resident of Housing Authority property. All serve five-year terms.

David Trietsch, Chairman
 Michael Jacobs, Vice Chairman
 Barbara Dugan, Treasurer (Resident Representative)
 Joanne Sullivan, Commissioner
 Judy Katz, Commissioner (Governor's Appointee)

Senior Staff

Patrick Dober, Executive Director
 Matthew Baronas, Assistant Director
 Carole Brown, Director of Subsidized Housing & Applications (retired January 2017)
 Sharon Cowan, Director of Modernization
 Geri Davis-Moye, Director of Finance
 Carlos Hernandez, Director of Subsidized Housing & Applications (hired January 2017)
 Maria Maffei, Director of Redevelopment (hired January 2018)
 Desirée Ladd, Executive Assistant
 George Lalli, Director of Maintenance (changed position January 2018)
 David Perry, Director of Maintenance (hired January 2018)

Public Housing Operated by BHA – 924 total units

<u>Housing for Seniors & Disabled</u>	<u># of Apartments</u>
Walnut Street Apartments	
4-24 Walnut Street	24
Ralph Sussman House	100
50 Pleasant Street	
Arthur O'Shea House	100
61 Park Street	
Theresa Morse Apartments	100
90 Longwood Ave	
John W. Kickham Apartments	39
190 Harvard	
Col. Floyd Apartments	60
32-40A Marion Street	

19-36 Foster Street Extension

Housing for Families

Walnut Street Apartments 76
22 High Street

High Street Veterans 186
1-33 New Terrace Road
176-224 High Street
186-218 Chestnut Street

Egmont Street Veterans 120
51-85 Egmont Street
338-348 St. Paul Street
209-221 Pleasant Street

Trustman Apartments 86
7-33 Egmont Street
144-156 Amory Street
337-347 St. Paul Street

Housing for People with Disabilities 33
Scattered Sites

Housing Vouchers Administered – 994 total vouchers

Section 8 Housing Choice Vouchers 955 vouchers
Massachusetts Rental Vouchers 39 vouchers

Application Procedures

Applications for all programs are available Monday through Friday between 8:30 A.M. and 4:30 P.M. at the main office, 90 Longwood Avenue, by calling (617) 277-1885 or online at www.brooklinehousing.org. Translation services are available through a telephone service and on the Housing Authority's website.

Accomplishments & Activities

- BHA continued its successful operations with an average monthly vacancy rate of just 1.20%, a 'clean' financial audit, and strong scores on property inspections.
- The BHA welcomed new staff leadership. Maria Maffei was hired as Director of Redevelopment, David Perry as Director of Maintenance, and Carlos Hernandez as Director of Subsidized Housing & Applications.

Property Management & Development

- BHA launched a multi-year initiative to rehabilitate its existing properties by hiring its development team and holding well-attended meetings with residents. The BHA is very grateful for the predevelopment financing facility recommended by the Housing Advisory Board and approved by the Select Board.
- Successful operations continued at the BHA's new construction property at 86 Dummer St. The property opened in 2015 and is the largest new construction of affordable housing in Brookline in more than 30 years.
- The BHA continued to provide subsidy and a variety of services for special needs and low-income people in partnership with Vinfen, the Brookline Community Mental Health Center, the Pine Street Inn, Winn Management, Hebrew Senior Life, and others.

Capital Improvements

CDBG funding received from the Town is vital to BHA's ability to maintain its properties. The following projects were commenced or completed in 2017 at various BHA properties with the help of CDBG and other funding.

- New domestic hot water tanks
- Security camera upgrades
- Roof replacement
- Storm drains replacement
- Emergency generators replaced
- Brick wall replaced
- Community room renovations
- Fire alarm upgrades
- Design for Courtyard renovations

Self Sufficiency, Education & Health Programs

- **For Seniors:** Together with Springwell, the BHA provides independent living services and service coordination at all five of its senior properties and a community meal program at Morse Apartments.
- **For Students:** The BHA is a founding partner and Board Member of Steps to Success (STS) along with the Public Schools of Brookline (PSB). STS provides comprehensive support to PSB students from low income families. In addition, the BHA operates three Homework Centers at the Walnut Street, Trustman, and High Street Veterans properties.
- **For Pre-Schoolers:** The Brookline Early Education Program (BEEP) and the Parent Child Home Program provide literacy programming to BHA parents and young children as well as weekly playgroups at the Walnut Street and Egmont Street properties.
- **Job Training:** BHA's Next Steps program supports BHA adult residents with career development and job placement. The BHA also sponsors seminars in Financial Literacy and Tech Literacy.
- **English Literacy:** BHA's ESOL Program served a record 101 English language learners in seven different class sections in 2017 and piloted a curriculum for immigrant parents.
- **Free Tax Returns:** The BHA offered free income tax preparation in continued partnership with the Allston Brighton Community Financial Management program, generating more \$390,000 in tax savings for low income area residents.
- **Food Assistance:** BHA continued its partnerships with the Greater Boston Food Bank (GBFB) and the Brookline Food Pantry (BFP). The BFP operates a food pantry at the BHA's Egmont Street property and serves 100+ people weekly. GBFB provides 30 pounds of food per month for income eligible residents senior citizens.
- **Mental Health:** With BHA funding and collaboration, the Brookline Community Mental Health Center provides a wide range of counseling services to BHA residents.
- **Community Policing:** The BHA teams with the Brookline Police Department in the "Walk and Talk" program. Select police officers are assigned to BHA developments. Crime rates at BHA developments are at or below town-wide averages.

HUMAN SERVICES

Health Department

Dr. Swannie Jett, Director

Our vision is an inclusive community that is healthy, safe, connected & equitable for all. The mission of Brookline Public Health and Human Services Department is to preserve, protect & promote the physical, mental, and environmental health of the Brookline Community. We collaborate with partners to reduce health inequities and respond to emerging public health challenges.

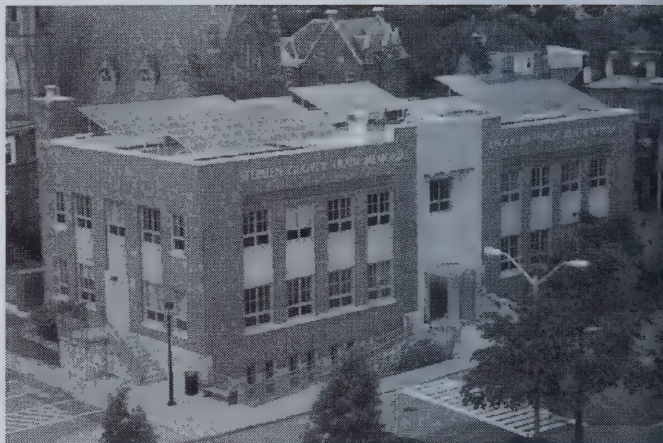
In May, 2017, we welcomed Dr. Swannie Jett as our new Health Commissioner. He previously served as the Health Office/Surgeon General of Seminole County, Florida from 2013 to 2016 and as Health Officer of Bullitt County Health Department in Kentucky from 2009 to 2013. Dr. Jett is passionate about improving communities and addressing issues involving the social determinants of health such as affordable housing, women's health services, men's health, tobacco, homelessness, gun violence, climate change, and health inequities.

Administration

During 2017, the Department began the first phase of the Public Health Accreditation process by evaluating its operations, developing a new vision, and mission. To increase health promotions in the community we redesigned our website and became active on social media platforms as a new method to educate and inform citizens. The Department leadership structure was maintained, providing for more access to the Health Commissioner, and allowing us to be more responsive to the community. In addition to the on-going biweekly management team meetings, periodic all-staff meetings with an educational component served to help build a sense of mission and community among staffers, and to enhance intra-departmental communication.

This year, the Department continued to be successful in leveraging non-Town resources for a broad range of projects. Over \$130,000 was raised from a variety of sources including medical centers, foundations, federal and state government, etc. In addition, ten well-qualified graduate students were recruited for internships for a variety of public health projects. We maintained our outreach campaign to enroll uninsured Brookline residents in the State's mandatory health insurance plan.

Also, we worked closely with other town departments on a variety of policies such a water bottle study, dangerous dog attacks, medical/recreational marijuana, polystyrene, tobacco, and climate change.

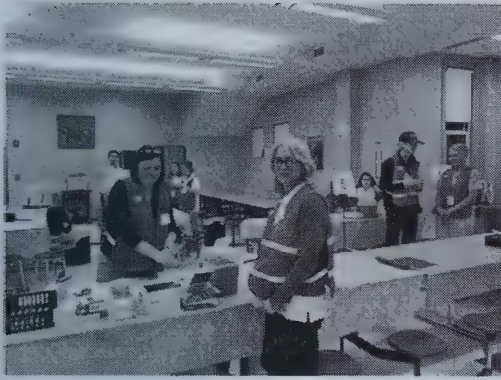


Train Memorial Health Center



Walk a Mile in Her Shoes Event

Scores of individuals and groups toured the Train Memorial Health Center, Brookline's first Green Building, and the building was featured as part of the national Solar Tour by the Northeast Sustainable Energy Association. In addition, the Jennifer A. Lynch Garden of Remembrance, located adjacent to the Health Center, provided a focal point for a number of public events. We also hosted a delegation from our Sister City in Nicaragua which included the Public Health Administrator from Quezaltenango.



Emergency preparedness and flu clinics

Emergency Preparedness

The cross-departmental Emergency Management Team continued to meet to prepare for the possibility of an emergency. The Department took the lead on issues related to pandemic preparation and bioterrorism. Cheryl Anne Snyder, MS continued as our Emergency Preparedness Coordinator. Emergency Preparedness staff work with a variety of local organizations to increase community preparedness and resiliency. For example, the Emergency Preparedness Buddies Program – developed in cooperation with Brookline Police and the Senior Center – works to help vulnerable elders prepare for emergencies.

The Division also coordinates more than 270 volunteers, including many health professionals, who serve as members of the Brookline Medical Reserve Corps (MRC), providing support for Department activities throughout the year, and prepared to assist in the event of an emergency. Brookline MRC volunteers attended a variety of emergency preparedness trainings in Brookline, and assisted with a variety of annual events, including the Boston Marathon and Walk a Mile in Her Shoes event. During the fall, more than 60 MRC volunteers assisted the Department to provide flu shots to the Brookline residents.

Environmental Health

This Division, led by Assistant Health Commissioner Patrick Maloney, MPAH, oversees many State-mandated programs including the licensing and inspections of food establishments, housing code inspections, swimming pools, solid waste handling practices, animal, insect, rodent control, and the abatement of general nuisances. Additional programs included asbestos removal, lead, hazardous waste, indoor air quality, and the enforcement of state and local tobacco control requirements.

The Division completed all mandated inspections as required by State regulation. The Division continued to post Food Service Establishment inspection reports on line. The Town's Information Technology Department has been of great assistance on this project.

Mosquito control activities continued this summer as part of the Town Integrated Pest Management (IPM) practices. The Division treated 3500 Town catch basins with a bacterial larvicide, to prevent the hatching of adult mosquitoes. We maintained our surveillance system for mosquitoes and produced information on ways to reduce risk for mosquito borne diseases, including Zika.

The Division helped enforce the Town's policy on snow removal with the DPW, implementing new regulatory requirements and fines. Also, working with town departments, we continued two programs mercury and CFL/fluorescent light recycle. We also received support from the State Health Department to continue our safe sharps disposal program.

The Division responded to numerous of requests of information on indoor air quality, mold, lead and solid waste disposal. Also, the Division offered three rabies vaccination clinics in conjunction with the Newton Health Department. Our sealer of weights and measures tested all town weighing and measuring devices, taxi meters, and scanners to ensure accuracy.

Finally, the Division implemented the new Town by-Laws restricting the use of plastic bags in retail establishments and polystyrene in food service establishments, and the requirement to offer public water to patrons of sit down food establishments.

Child Health

Under the direction of Gloria Rudisch MD, MPH, the Division of Child Health continued to be the Department's liaison with School Health Services and the nursing and health education staff in the schools. There continues to

be a strong association with the Essential School Health Services grant, which has facilitated the transition to a full-time school nurse leader, provided for technology training, and for health program materials. In addition, the Division maintained a regular schedule of child immunization clinics staffed by public health nurses with physician back up. Over 300 youngsters were served.

Our child development staff monitored the growing number of group day care centers (31) and extended day programs (9). We provided technical assistance and training sessions for all day care directors and educational programs for children in day care. In conjunction with the Parks and Open Spaces division, we maintained a schedule to help control playground overuse at Brookline parks.

Community Health

Led by Lynne Karsten, MPH, this Division oversees community health initiatives including women's health, community immunization, climate change, elder health programs, healthy eating, and physical fitness. The Division expanded its programming in physical fitness and physical activity, promoting the Brookline Passport to Health and Fitness, strengthening the Town's Brookline On the Move brand, and receiving continued funding to promote wellness and prevent disease and disability in Brookline. In 2017, More than 150 Brookline residents participated in the second annual outdoor yoga class to celebrate International Day of Yoga.

The Women's Health campaign supported by Brigham and Women's Hospital involved organizing educational programs and screenings. We participated in the annual "Walk A Mile in Her Shoes" to call attention to domestic violence. Also, with our partners at Beth Israel/Deaconess Medical Center, the Department promoted a series on healthy aging/health issues for seniors. We continued to work with town departments to train staff in the use of Automatic External Defibrillators (AEDs). Currently, there are over 30 AEDs in town buildings in strategic locations, in addition to those in all emergency response vehicles. Employees in all town buildings and schools where AEDs are located now have received CPR/AED training. During National Public Health Week in April, the Department again sponsored a variety of well-attended events; programs including a talk on chemical-free cleaning products and makeup; current issues in TB, information about the health implications of fracked gas and a conversation for high school parents on student alcohol and drug use. The Division continued to cosponsor American Red Cross blood drives at the Main Library.

The Division continued work with the Select Board's Committee on Climate Change and CAB (Climate Action Brookline) in their initiative to raise awareness among the Brookline community about reducing Brookline's "carbon footprint." The Division developed projects that show the link between public health and climate change in the areas of nutrition and physical activity. In the fall, Community Health played a key role in organizing "Car Free School Day," designed to educate school age children about climate change. Lincoln School has now incorporated a bike parade as part of the celebration. Finally, we cosponsored several initiatives with the Brookline Food Pantry, continuing a "Fresh Produce Food Drive" in conjunction with the Brookline Farmers' Market as a part of a national Food Day celebration. Numerous overflowing bins of fresh produce purchased by Brookline residents at the Brookline Farmers' Market were delivered to Brookline's two food pantries as part of this event.

Through state funding, Brookline continued monitoring compliance with the Town's Tobacco Control By-Law and pursuing complaints concerning infractions of the law. In addition, we saw final implementation of smoke-free housing policies in all public housing properties in Brookline and maintained our five communities collaborative. Natalie Miller, MPH, is the coordinator for the program.

Public Health Nursing/Epidemiology

The Division of Public Health Nursing/Epidemiology oversaw the investigation and control of over 299 reports of communicable disease and over 94 human exposures to animals including bat exposures.



Celebrating International Day of Yoga at Cypress Field

The division continues to utilize MAVEN and MIIS (secure, web-based, surveillance programs) to receive reports, add information, track trends and collect data on communicable disease and immunization status.

Immunization clinics for under-insured children administered 536 required immunizations for school entry. The division also maintains and distributes lists of clinics that can provide medical treatment for these children.

Regularly scheduled blood pressure screenings provided 100 patient visits and the annual flu clinics provided more than 1000 flu vaccinations.

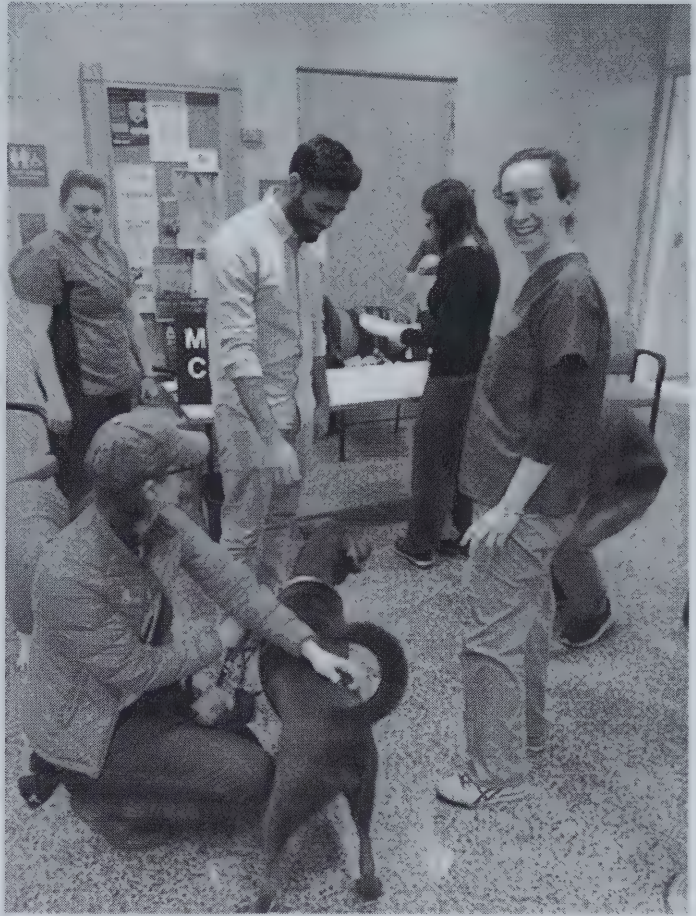
Also, the public health nurse responded to over 500 inquiries on topics such as travel health, immunizations, disease incidence/prevention including tick, mosquito borne diseases, and food-borne illness.

The public health nurse also assisted in securing a \$32,500 grant from the Brookline Tuberculosis and Health Society and presented a history of tuberculosis in Brookline at the first Francis Parkman Denny lecture (supported by this grant).

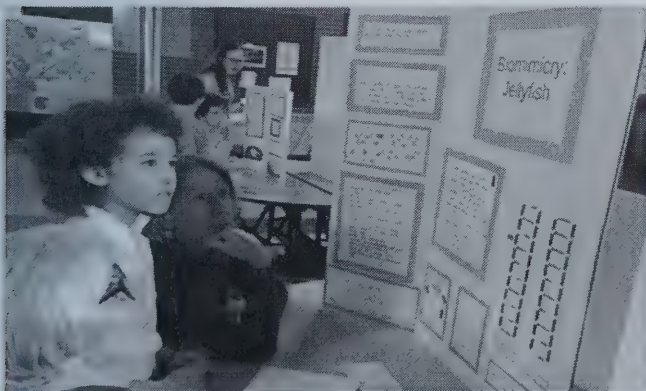
Substance Abuse and Violence Prevention Program for Youth

This Division, led by Mary Minott, LICSW, is a town/school partnership coordinating prevention and intervention services for Brookline youth and their families. Based on data from the Department's Brookline Student Health Survey, the Division's 2016-17 strategic action plan focused on the prevalence of marijuana use and binge drinking among vulnerable populations. To this end, the Division received a Brookline Community Foundation grant for \$25,000, and a \$15,000 subcontract grant from the Massachusetts Department of Public Health, as part of a four town collaborative.

This year, the Division conducted prevention services through B-PEN (Brookline Parent Education Network), B-CASA (Brookline Coalition Against Substance Abuse), and the Brookline High School Peer Leadership Program. B-PEN provided education and resources to parents through weekly PTO blasts, PTO presentations, the B-PEN website, and the Parent Resource Advocate. Topics included underage alcohol, marijuana and other substance abuse, healthy relationships/teen dating violence prevention, healthy media use, and teens and stress. This year, the division hosted a wellness summit with over 100 participants, and provided up to date information on raising healthy teens for parents and treatment resources on the BPEN website. The Peer Leadership program trained 45 high school students who provided substance abuse and teen dating violence prevention presentations to over 800 students and at 4 parent workshops.



Department of Public Health Annual Rabies Vaccine Clinic at Town Hall



Public Health Climate Change Week

The Division's intervention services include substance abuse assessment, treatment planning, counseling and

referrals, serving over 200 youth and their families this year. The Division also offers services through the Youth Diversion program in conjunction with the Brookline Police and courts.

Advisory Council on Public Health

A dedicated group of six unpaid volunteers continue to serve as members of the Advisory Committee on Public Health (ACPH). Meeting monthly, the Council provides the Health Commissioner with advice on budget, policy and Town Meeting issues, health needs assessments, and a range of operational issues.

At the close of 2017, the Select Board reappointed Dr. Anthony Schlaff, Chair and appointed Dr. Peter Moyer to the Council. They join Patricia Maher, Gretchen Stoddard, Cheryl Lefman, and Dr. Nalina Narain. We want to thank Dr. Milly Krakow for serving on the Council for 18 years.

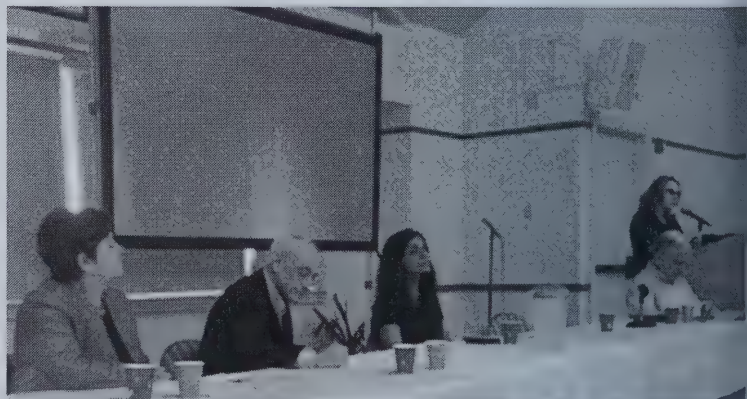


Brookline Sister City Quezalguaque Mayor visiting Brookline Helath

Friends of Brookline Public Health

In 2017, the Friends of Brookline Public Health, a membership organization conceived to build a constituency for public health in Brookline, entered its eighteenth year. The goal of 150 individual members and six corporate members was achieved. A Board of Trustees of 15 persons, including four officers, was elected, and activities included climate week, Sister Cities, and a fundraiser. Dr. Larry Madoff and Cheryl Lefman serve as Co-Presidents.

The Friends also co-sponsored the 21st Annual Public Health Policy Forum entitled "Twenty Years of Advocacy for Health Care Reform: Health Care Reform: Navigating Uncharted Waters" in conjunction with the Brookline Center for Adult and Community Education and the Council on Aging. Moderated by former Governor Michael Dukakis, the forum attracted close to 200 people.



Twenty-first Annual Public Health Policy Forum moderated by former Governor Michael Dukakis

Council on Aging

Ruthann Dobek, Director

The Brookline Council on Aging is a resource for residents over 60. Our mission is providing social services that allow people to remain independent. We work with Town agencies and community service providers to enrich the quality of life for everyone. We also operate the Senior Center five days a week with special evening and weekend programs. <http://www.brooklineseniorcenter.org>

Services

- Geriatric case management, support groups
- Home care: meal prep, errands, cleaning, shopping
- Income tax preparation, job search, computer skills
- Health: blood pressure, podiatry, hearing, flu clinic, reiki
- Legal clinic
- Transportation: taxi, bus, van, TRIPPS, iCare
- Fuel assistance
- Advocacy: social security, SHINE counseling, mental health, SNAP food stamps
- Food pantry
- Fitness center
- Elder Resource Guide
- Medical equipment
- Monthly News and Events publication

Programs include: The Council collaborates with nonprofits, Town departments and local businesses for a variety of programs and services. Programs: books, art, movies, concerts, lectures, health screening.

Highlights

- Chinese New Year
- Silver Leaf Gospel Singers
- Dance Party USA
- Piatigorsky Foundation Concert
- Metropolitan Chorale
- Stephen Collins's "Comedy, Satire & Farce," "Whistler"
- Bruce Hambro's "Life & Times of Frank Sinatra," "Cole Porter & Irving Berlin"
- John Clark's "Poets of Tin Pan Alley"
- Brookline Open Studios
- George Capaccio's "Albert Einstein: Relatively Speaking"
- Holiday Craft Fair
- Gallery 93 Art Shows
- Easy Travel
- Elks BBQ & Holiday Dinner
- Friday Family Flicks
- Ukulele Group
- Theater Club
- Hidden Brookline: Underground Railroad Stops
- Boston Women's Heritage lecture
- Immigrant Rights forum
- Out of the Attic: Maids of 83 Beals Street and tour of JFK house
- Election forum
- Identity Theft & Shredding
- Tour: Norfolk Courthouse
- Preserving Your Photographs & Memorabilia
- Boston's Hidden Sacred Spaces
- Virtual Reality Demonstration by Brookline Interactive Group
- MBTA Senior Pass
- Tribute to Tolerance by Eve Soumerai
- The Reunion Project by Lora Brody
- This Chair Rocks by Ashton Applewhite
- Adventures in Mindfulness
- LGBT loss support group
- Medical marijuana seminar

Vibrant Assistive Technology Program - The Mass Association for the Blind partners with us to host their VIBRANT program. It helps visually impaired and blind recipients access new technology. Users are assessed and matched with organizers to help them find useful tools like enlarging print, banking, transportation apps, shopping, reading and planning travel.

Home and Escort Linkage Program (HELP) - HELP celebrated its 30th anniversary as a homemaker service that finds trained affordable workers to assist seniors with meal preparation, errands, cleaning and companionship. 438 people were helped by 92 workers.

Volunteers

- Barbara Kean was named volunteer of the year at the annual volunteer's luncheon. She was cited for her work in reception, the Alzheimer's Walk, TRIPPS, the VIBRANT program, and as a Center ambassador welcoming new participants.
- Goddard House was named Community Partner for their collaboration with BCAN, Parties of the Century, and the Memory Café.
- Patricia Burns coordinated 364 volunteers who fill 562 volunteer jobs. Volunteers lead seminars, coach ping pong, bridge, food service and reception. Attorneys staff our legal clinic. High school students help with shopping and shoveling.



Barbara Kean

Brookline Community Aging Network (BCAN) continues making Brookline a better place to age gracefully. <http://www.BrooklineCan.org>

- Theme of the September annual meeting: "The Power of Engagement." Judith Gonyea, professor and associate dean of social research at Boston University, stressed the importance of social engagement. Alice Bonner, secretary of elder affairs for Massachusetts, praised the group for making the Town a better place to live for all.
- Education seminars
- Parking for volunteers, street lighting and sidewalk repair
- Age Friendly Cities continues on Brookline Interactive Group's television network
- TRIPPS was recognized for its community service educating seniors with alternative transportation options.



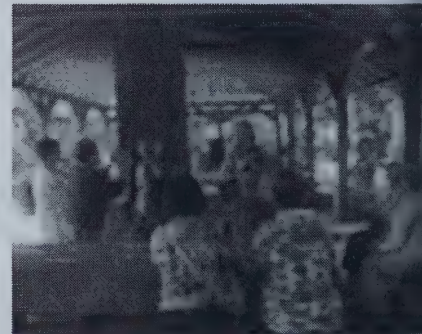
Kerri Ann Tester, TRIPPS Program Manager with her Grandmother

Budget

- The Town provides 70% of the operating budget
- The Council, with help from its nonprofit: The Brookline Multi Service Senior Center
- Corp, supplements its budget with federal, state and private grants, and donations from the Annual Benefit and other fundraising
- Due to demands on its budget, the state lowered its funding to \$9.70 per elder

Grants

- Community Development Block Grants support our taxi discounts
- One family foundation grant underwrites the Drawing for Pleasure class, and another supports monthly birthday parties
- Brookline Community Foundation's spotlight grant supports, in part, the memory connections café that meets each month to help those with memory challenges. With Goddard House, we led a pilot memory café camp in August with music, haiku, exercise and arts.
- TRIPPS was funded for a second year by a grant from the Mass Dept of Transportation
- Our new grant is from ITNAmerica, a nonprofit transportation network. Working with our HELP program, iCare provides free rides to eye care appointments.



Memory café camp

Fundraising

- Thanks to board president Betsy Pollock who raised \$12,000 dancing with Brookline Rotary's Dancing with the Stars in 2016, we increased transportation choices. We now offer LYFT ride sharing even for those without Smartphones.
- The van made 5,393 trips for 285 riders. The Hamilton Foundation ensures it runs five days a week and the Brookline Rotary defrays costs for gas and oil.
- Nancy Daly was honored at the Annual Benefit for her advocacy of older adults during her political career. She served 12 years as a selectman, 8 years on the Advisory Board, and under her leadership Brookline became the first Age Friendly town in New England.



Nancy Daly

Transition

Jamie Donchin, HELP counselor and Equipment Loan Fund manager, got married and is now known as Jamie Jensen

Retirement

Carol Malinowski, clinical social worker, retired in December

Dotty Bell, administrative assistant, also retired in December

Deaths

We lost Arlene Stern who established the Council on Aging as a professional agency and who with her late husband, Roger, was instrumental in creating our building.

We lost Vivian Freeman. Warm, gracious, kind and giving are some of the traits Vivian brought to our volunteer program. Vivian's spirit lives on and she is missed by all.

Our success is due to the dedication of staff, volunteers and our board. We're grateful to everyone who helps us ensure Brookline is a desirable place to live. We look forward to enriching our services and as always, we invite the community to get involved.

Age-Friendly City Committee

In December 2012, Brookline was accepted as a member of the World Health Organization's network of "age friendly" cities and communities. Participating municipalities commit themselves on a multi-year basis to becoming more age friendly. Brookline was the ninth municipality in the United States and the first in New England to join the Network. The Brookline Age Friendly City initiative is collaboration among the Town of Brookline, the Brookline Council on Aging, and BrooklineCAN. Major topics addressed by the initiative are housing, transportation, information dissemination, community participation, employment and volunteering, health, library, parks and open space, property tax abatement for low-income seniors, public safety, services for senior veterans, and compliance with Americans with Disabilities requirements. Participating departments include Planning and Community Development, Department of Public Works (Transportation, Parks and Open Space, Highway), Council on Aging, Public Health, Public Libraries, Recreation, Assessor's Office, Police, Fire, Veterans Services, and Diversity, Inclusion, & Human Relation.

The Age Friendly Cities Committee coordinates the initiative. The Committee's duties include refinement of the Town's action plan, coordination of implementation of the action plan, and assessment of projects. The committee keeps the Select Board informed about the progress of the initiative and makes recommendations to the Board on policy issues that arise. The committee also provides information to the WHO Global Network of

Age-Friendly Cities and Communities on the town's plans and accomplishments.

The Committee works through subcommittees concerned with specific aspects of the initiative. The subcommittees include health, transportation, housing, library, social participation, and age-friendly TV. The Age-Friendly City Committee may form other subcommittees if they are needed. The Committee recruits members for the subcommittees who need not be members of the full Committee.

The Committee seeks cooperation of various town departments and boards and commissions with specific projects. The Committee informs town departments, boards and commissions, and the general public about the initiative's activities, and accomplishments. Age-Friendly television, a program broadcast by the Brookline Interactive Group is a major vehicle for informing the public about age-friendly services offered in Brookline. The Committee also encourages more effective communication among town departments on matters involving older residents. The committee is available to assist town departments and boards and commissions in communicating with residents on matters involving older residents.

Members:

- Nancy Heller, Select Board Member, Co-Chair
- Ruthann Dobek, Council on Aging, Co-Chair
- Frank Caro, BrooklineCAN, Co-Chair
- Saralynn Allaire
- Lloyd Gellineau
- Shirley Selhub
- Matthew Weiss
- Roberta Winitzer
- Henry Winkelman

Veterans' Services

Bill McGroarty, Director

Massachusetts General Laws (MGL-115) mandates the Brookline Department of Veterans' Services to assist Brookline veterans and/or their dependents with living and authorized medical expenses. The Brookline Department of Veterans' Services administers emergency veteran's benefits to ensure that qualified veterans and their dependents receive both the help they need and the respect they deserve. The Town of Brookline appropriates 100% of the monies needed to assist the veterans and/or their dependents. A monthly report is submitted to the Massachusetts Department of Veterans' Services. Per Massachusetts General Laws, Chapter 115, the state is required to then reimburse the Town of Brookline up to 75% of all approved emergency benefits.

The Department serves as a conduit in filing for all Veterans' Affairs benefits for which a veteran/dependent may be entitled, as well as other federally-funded or state-funded benefits. Veterans' benefit paperwork can often be confusing if not overwhelming; this office has extensive experience in case managing VA claims. We continue to utilize the VA expedited claims format for service connected disabled whenever possible to reduce their wait time for benefits by more than half. Residents are encouraged to stop by or call (617) 730-2112 if they have any questions or concerns pertaining to state and federal veterans' benefits. We are proud and honored this year to have assisted many Brookline veterans in obtaining the VA pensions and VA Healthcare they were entitled to, and in many cases desperately needed. Brookline veterans and qualified dependents have received over \$80,000 this year in new VA pensions.

Our office continues to working with the Boston VA Medical center as they try to improve health care services. Networking with the VA staff we are now able to get our veterans into the medical services within two or three weeks rather than the same number of months. For Brookline veterans who find themselves without health insurance, VA Healthcare is an essential lifeline. VA Healthcare provides thousands of dollars in savings to our veterans, which both keeps people in their homes and contributes to the economy of our Town. We assisted over 50 veteran registering for VA health care or obtaining VA medical treatments and or prescriptions

The Office of Veterans' Services manages a Veterans' Work Program to employ veterans with the Town temporarily, providing them financial assistance as they continue their education or seek their first job after leaving the service, graduating college or starting a new career. The Office of Veterans' Services also provides additional

job services to help veterans to secure gainful employment in their chosen career path. The internship program also provides a well-trained and motivated temporary work force to assist Town departments.

The wars have taken toll on many of our servicemen and servicewomen. Veterans returning from war are in need of many assistance programs, including rehabilitation for hidden injuries such as TBI (Traumatic Brain Injury) and PTSD (Post Traumatic Stress Disorder). We are working with the VA Medical Center to assure that returning veterans are apprised of all available resources and to strongly advocate to ensuring they receive all necessary medical care. One example, we were able to assist a veteran living in Brookline, who due to his PTSD was arrested, lost his license and his job becoming homeless. We assisted the veteran in obtaining VA treatment and pension and provided MGL115 benefits during the process. He now is being treated for his PTSD, is in receipt of a VA disability pension, his record has been expunged; license restored and he used his VA loan guarantee to obtain a house.

This year we honored the brave men from Brookline who as slave fought for our freedom during the American Revolution. Working with the Hidden Brookline Committee a flag was raised for them during an emotional ceremony at the High School. My office assisted the Horwitz family in lying to rest with full military honors, fallen Brookline WWII war hero 2nd Lt. Richard M. Horwitz. He returned home after being missing in action for 72 years. We also worked with Holyhood Cemetery and VFW Post 864 to mark the grave of Congressional Medal of Honor recipient Patrick Grace USN.

Almost 5,000 veterans' graves are decorated annually for Memorial Day. Our office also coordinates the Town's Memorial Day and Veterans Day Observances. This Memorial day we honored JFK for his WWII service on his 100th birthday anniversary. We also dedicated an Honor Square to fallen WWII hero 2LT Walter F. Brookings.

The Department of Veterans' Services continues to assist the local American Legion and VFW post in maintaining and revitalizing the veterans' meeting hall building. The veterans' post hall is an important resource to our veterans and an asset that benefits the entire community.

Bill also works as the Emergency Management Planning Coordinator.

The Veterans' Office wish to thank outgoing Head Clerk Michele Bilodeau for her dedication to our veterans and to welcome incoming Head Clerk Claudia Leon to the veterans' community.

Please visit our website, www.townofbrooklinemass.com/Veterans

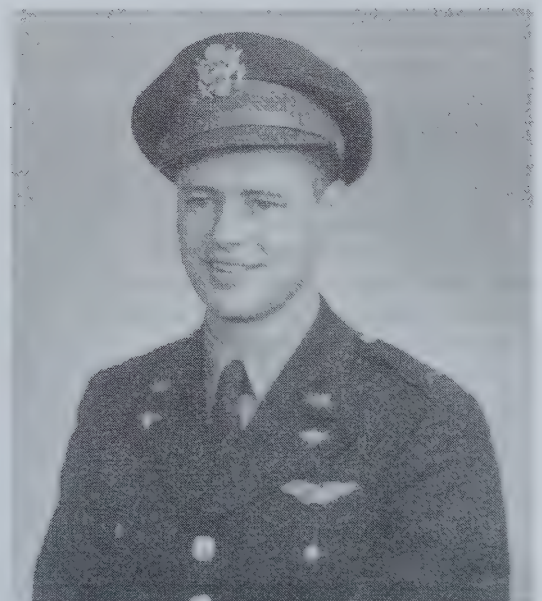
Fall Brookline WWII War Hero's Honored in 2017



19 March 1944
Back row:
Sgt. J. M. Kondzar (WG)
Sgt. Warren D. Tessmer (BT)
Sgt. Doyle Blankenship (WG)

Front row:
Lt. James Lovell (P)
Lt. Walter Brookings (CP)
Lt. Joe Lewis (N)
Lt. Martin Bachicha (B)

2LT Walter F. Brookings



2nd Lt. Richard M. Horwitz

Brookline Commission on Disability

Saralynn Allaire, Chair

The Commission was established through Massachusetts General Law, Chapter 40, Section 8J, which was accepted by Town Meeting on November 20, 1986.

Three major 2016 goals were to increase membership, increase meeting frequency to 10 per year, and increase note taking and posting. Three new members were recruited in January. In May, five members with expiring terms were asked to re-apply. Three of these re-applied and were accepted. Two did not, including the chairperson. An additional three new members were recruited in July. The Commission is now at full nine-person membership. These include Saralynn Allaire, Myra Berloff, Selectman Ben Franco, Robert Heist, Ann Kamensky, Joan Mahon, Jim Miczek, Elaine Ober and Henry Winkelman.

The Commission held nine meetings, an increase from prior years, and three variance review subcommittee meetings. Minutes of all meetings starting in September have been taken and approved. Agendas and meeting notes (minutes) have begun to be posted regularly.

Presentations by DPW Commissioner Andrew Pappastergion and other senior DPW staff, Building Commissioner Daniel Bennett, ODIC Officer Dr. Lloyd Gellineau, and Jeffrey Dougan from the Mass. Office on Disability were given on relevant issues at the first four 2016 meetings. Since five Commission members were new, Saralynn Allaire developed and gave a PowerPoint presentation entitled, "*Orientation to Brookline's Commission on Disability*" in July.

Officer election was held in August; Saralynn Allaire was elected chairperson and Myra Berloff treasurer. To meet disability-related preferred language, a Commission name change to Brookline Commission on Disability was approved by Commission members in September and by the Select Board November 1.

The Commission renewed review of applications from developers to the Architectural Access Board (AAB) for variances from CMR 521 building regulations. Reviews were conducted at regular or ad hoc meetings and reports filed with AAB, for which AAB staff have expressed appreciation.

In January, the Commission received a complaint about blocked wheelchair access to vehicle passenger doors in 'on street' parking spaces by tree wells, benches, bike racks, etc. in adjacent sidewalks. On inspection, it was noted that passenger access in a Handicapped Parking (HP) space on lower Beacon St. was completely blocked. The Transportation Board was asked to relocate the space to one nearby with free access on the passenger side. This was approved, and the space was re-located in August. The Commission then accepted Boston University Professor Karen Jacobs' offer to have her occupational therapy students survey the HP spaces along Beacon St. for access issues. They completed their survey in October; the Commission is reviewing the data.

An individual with a disability requested access to the Brookline Elder Service Taxi program in November. Through the actions of Dr. Gellineau and the Commission, an extension of the program individuals with disabilities was approved.



Diversity, Inclusion and Community Relations

Dr. Lloyd Gellineau, Director

The Office Diversity, Inclusion and Community Relations continued its promotion of events and activities that aid the Brookline community to become more culturally competent and to be informed of the achievements and the barriers faced by our protected classes. In the fall the Office sponsored and helped organized the Meet a Muslim event. The program allowed participants to ask candid questions to the speaker regarding the Muslim faith. The Office hosted and organized the Bystander Intervention Workshop. The workshop provided instruction to participants on how to intervene when witnessing discriminatory behavior in the community. The Office sponsored and organized a program for understanding Gender Identity and Gender Expression for Town employees last summer. In the spring, in conjunction with Hidden Brookline and the Veteran's Office, it created a ceremony to honor Adam, Peter and Prince- three enslaved individuals that fought in the American Revolution. The Office provided logistical and consultation to the John Wilson Committee as the Committee embarked to honor the African- American artist by purchasing a sculpture made by the artist that will be place in Town Hall. The sculpture is a version of MLK similar to the one that is in the US Capitol rotunda. In April, in conjunction with the Police Department and Pine Manor College, the Office offered the community a panel discussion that featured area police chiefs discussing community relations and programing in their communities.

In conjunction with the MLK Committee, the office provided staffing and logistical support for MLK day events. The Office continues its logistical support for the Lunar New Year Event, Women Who Inspire Us program, the Women's Commission's Dress for Success program and the Annual Kid's Clothing Drive. The office also continued its Salary Negotiations Workshops for Women and its collaboration with the Domestic Violence Roundtable and Jennifer A Lynch Committee Against Domestic Violence to produce the Walk A Mile in Her Shoes event. It continued its collaborations with other Town Departments in coordinating the Brookline Together Initiative and its presence at Brookline Day. It provided staffing and sponsorship for two additional showings of the Soul Witness Project at the Coolidge Corner theater. Partnering with the Senior Center, the Office presented a one-person performance of Thurgood Marshall at the Senior Center. The Office continued to update the Thrive Guide- the online information and resource guide for Women and Girls Thriving initiative. Office also provided representation and consultation to Brookline Sister City initiative. The Office provided consultation and logistical support to the Annual Youth Awards, and the Annual Public Health Forum.

The Office secured additional Assisted Listening Devices for public use at public meetings. In addition, it worked with DPW to secure two additional disability parking spaces in Coolidge Corner. The Office's ADA Coordinator has conducted ADA assessments of Town Departments and the Coordinator has started working on Department Transition Plans. The Office orchestrated a survey by IHCD to assess pedestrian accessibility compliance on two main pedestrian thruways in August. The report was shared with DPW in December for the Complete Streets Project. Co-sponsored a training on Community Engagement with the Community Planning and Development Department.

The Office was successful in becoming a member of the Government Alliance for Racial Equity (GARE) and has been participating in webinars, and cross consultations with cities/towns across the United States that are doing racial equity work. The Office, in conjunction with the Town Administrators Office, held a GARE training program for Senior Management. It has met with community groups to begin the formulation of work groups that will be task with reviewing Town functions, and policies for barriers as they relate to racial equity. The Office created and implemented a Civic engagement survey to assess barriers to civic engagement within Brookline. The Office continued to collaborate with the League of Women Voters to increase citizen participation in Town government.

The Office processed three complaints regarding racial or cultural discrimination. Two of the complaints involved Town employees and one involved a Town Business. The Office processed ten ADA complaints this year.

Brookline Commission for Diversity, Inclusion, and Community Relations



Commission for Diversity, Inclusion, and Community Relations

The Commission for Diversity, Inclusion, and Community Relations (CDICR) works to support a welcoming environment by advancing, promoting and advocating for the human and civil rights of all persons who come in contact with the Town of Brookline, including residents, visitors, persons passing through the Town, employers, employees, and job applicants through education, awareness, outreach and advocacy.

In 2017 the following commissioners served on the CDICR: Sandy Batchelder, Malcolm Cawthorne, Wesley Chin, Alex Coleman, Ernest Frey, Manny Howard, Sean Jaynes, Yvette Johnson, Bob Lepson, Tony Naro, Kelly Race, Enid Shapiro, Dwaigh Tyndal, Kea van der Ziel, and Ginny Vaz.

The liaisons to the CDICR are: Bernard Greene – Select Board, Michael Gropman – Police Department, Lloyd Gellineau – Director of Diversity, Inclusion, and Community Relations, Suzanne Federspiel – School Committee, Vishni Samaraweera – Brookline High School.

The CDICR accomplishes most of its work through its four committees:

- Outreach and Education
- Employment Diversity
- Fair Housing
- Complaint Screening

The Outreach and Education committee organized two well-attended community outreach events: The Pre-Spring Fling in February at the Pierce School and Food Truck Friday in June at the Driscoll School. The committee also developed a “Welcome” poster for distribution to all businesses, organizations and public buildings in Brookline.

The Employment Diversity Committee gained the approval of the Select Board for the first Equal Employment Opportunity Policy for the Town.

The Fair Housing committee continues to refine and deliver fair housing training. The committee has expanded the scope of its efforts to include affordable housing issues.

A Sanctuary City working group was established in response to the new federal administration’s actions against immigrants. The working group proposed the most protective policies in the Commonwealth regarding

undocumented immigrants. They developed the Police Department policies on how to respond to ICE (Immigration and Customs Enforcement) detainers and ICE raids. In addition, the group created the Town-wide policy regarding inquiries into anyone's citizen or immigration status.

A resolution was written and approved applauding the bravery of Dr. Asa Sevelius, principal of Heath School, and pledging support for all transgender persons in the community.

Sadly, in 2017 the commission lost two key members of its community. Resolutions were written and approved recognizing the contributions of Frank Farlow and Enid Shapiro to the diversity efforts in the Town of Brookline.

Commissioners assisted the Police Department in developing a social media strategy to achieve a wider outreach in the community.

The CDICR Supported Brookline's membership in the Government Alliance on Race & Equity.

This year we added the first student liaison from Brookline High School to the CDICR.

In September, the commission organized the "Meet a Muslim" event at Lincoln School and later in the month participated in Brookline Day, distributing information on the activities of the commission and answering questions from the public.

In the fall, the commission held public hearings on four Warrant Articles relating to diversity and inclusion. At Town Meeting, Commissioners gave presentations in support of all four Warrant Articles.

Brookline Commission for the Arts

The Brookline Commission for the Arts (BCA) serves as the Local Cultural Council for Brookline. The BCA is responsible for the stewardship and disbursement of a yearly financial allocation from the Massachusetts Cultural Council (MCC) to fund local artists and arts and cultural organizations serving the Brookline community. The BCA also oversees the Town Hall Walls exhibition series, the Poet Laureate program, the annual Cultural Contributor Award, Celebrate Music Series, collaborates on Arts Brookline: A Season of Arts, serves as an approval board for public art requests for the Town, and as an advisory board to the Select Board on arts-related projects.

Grant-making Activities

28 individuals or organizations applied for LCC grants in October 2017. Total amount applied for: \$41,825.

BCA allocation from the MCC: \$10,900 – level with 2016.

Total amount granted to 16 applicants was: \$10,850 plus an inclusion of \$495 in unencumbered funds and the permitted 5% (\$545) for printing and other program costs.

MCC grants were awarded to the following individuals/organizations in December 2017 for 2018 projects:

Boston Artists Ensemble; Brookline Arts Center; Brookline Interactive Group; Coolidge Corner Community Chorus; Commonwealth Shakespeare Co; Gateway Arts; Genki Spark; John Root; Massachusetts Educational Theater Guild; New Repertory Theatre; Non-Event; Puppet Showplace Theater; Robert Guillemin; Shambhala Meditation Center of Boston; Studios Without Walls; Unbound Visual Arts.

The **Town Hall Walls** program continued to thrive under the direction of three commissioners; Chris Santos, Courtney McGlynn, and Ilana Leschier. The following local artists exhibited in 2017:

Ruth Ginsberg-Place; Joseph Perrell; Mark Jacobson; Mary Scott Dunn; Amy E Browning; Gillian Jackson; Mori Insinger; Courtney McGlynn; Doron Putka; Aurelie Galois; Gulnara Niaz; Jim Solomon; Gateway Arts; Students of Lincoln School; Emma Tavorieri; Karla Weathers; Michelle Yu.

A **Grant reception** was hosted in May 2017 by the BCA at the Main Library to feature 2017 grantees who briefly presented their projects. The 4th annual Cultural Contributor Award was presented to Chobee Hoy, a longtime

supporter of the arts in Brookline. A **Grant workshop** was hosted by the Commission in September for artists and organizations. This was free and publicized online, via email, and in the Brookline *Tab*.

Brookline Poet Laureate

Zvi A Sesling, Brookline's 3rd poet laureate, was appointed in April 2017. The following is a small selection of activities during his first year: host for several community poetry events at Brookline Libraries; reading at community events at Brookline Booksmith, Teen Center, Brookline Senior Center; and donation of more than 100 of his poetry books to BHS. Mr. Sesling was published in several magazines as Brookline's poet laureate.

Personnel Changes

Amy Emmert was appointed Chair and Betsy Frauenthal continued as Treasurer. New commissioners: Elmer Sprague, Sydney Nolan, Ohad Cohen, Nancy Van Zant. Retirements: Evelyn Cohen, Rina Jacobson.

Arts Brookline: A Season of Arts

2017 saw the 4th annual collaboration of the commission with Arts Brookline: A Season of Arts, to showcase the many talents and programs of the Brookline arts community, present the Celebrate Music Series, and support Brookline's 2nd Porchfest in June.

Brookline Commission for Women

The **Brookline Commission for Women** (BCW) strives to support women in all aspects of their lives and to promote the cultural, racial, and economic diversity of Brookline. We accomplish our mission by making ourselves a visible resource for women in the community; collecting and disseminating information on women's issues; cooperating with other town agencies, other women's commissions and service organizations for addressing women's issues; raising funds in support of our mission; offering programming consistent with our mission; and bringing women in Brookline together.

In February 2017, the BCW held its **8th Annual Children's Clothing Drive**. Hundreds of pieces of clothing and toys were collected during this two-day drive. Clothing was distributed to local families as well as to Cradles to Crayons and to Newborn Necessities, an outreach program at Massachusetts General Hospital.

In March 2017, the BCW held its 25th annual essay contest among 5th, 6th, 7th and 8th graders. Each year, students are asked to write about a "**Woman Who Inspires Me**." The essay contest winners and the special woman in their lives are invited to a reception to honor these exceptional women who have impacted so many young people. Also as part of this event, the BCW honors one woman from the community who has made a remarkable impact on the Town and people who live here. The **2017 Brookline Woman of the Year** was Misti Jaynes for her critical work for the Women and Girls Thriving Initiative to empower women and girls in Brookline. This event is held each March in celebration of National Women's History Month.

In December 2017, the BCW held its **13th Annual Dress for Success Clothing Drive**. The Dress for Success program is a not-for-profit organization that offers services to underprivileged women entering the workforce. Each client receives one suit when she has a job interview and a week's worth of separates when she gets the job. Thousands of pieces of clothing, gloves, scarves, shoes, accessories, and winter coats were collected during this two-day drive for the Dress for Success program, as well as women in need in Brookline.

Looking forward into 2018, the BCW will further its work to support and promote women in Brookline. The BCW will continue to work with our local partners throughout the Town to identify and address the needs of women in Brookline. We look forward to celebrating our **26th Annual Women Who Inspire Us Event** in March 2018. We continue to use social media to reach women in the community and share important news related to women, thereby making us more accessible and more informative to our community. New and ongoing initiatives have been added to our agenda which include forums on child care options in Brookline, partnering with the Brookline Health Department for a program during National Public Health Week in April, running our annual women and children's clothing drives, holding forums for women on important topics such as child care options, women's health and money management, and working to address hunger and food insecurity in Brookline.

Information Technology Department

Kevin Stokes, Chief Information Officer

Information Technology (IT) plays a key role in Brookline's ability to educate its children, provide employees with the necessary resources to operate more efficiently, respond to emergencies, and efficiently deliver services to the public. Investments in Information Technology and Services provide educators and students with the tools to innovate, explore, create and collaborate continually in new ways.

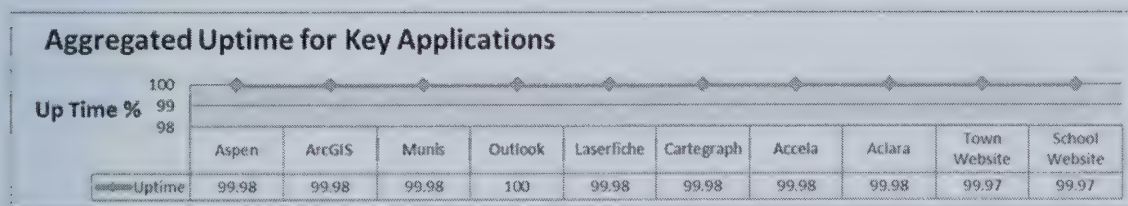
The mission of the Information Technology Department is to promote and enable the use of Technology as a means to enhance the delivery of Town and School services to the community. The department is led by a Chief Information Officer (CIO) who serves in this capacity for both the Town and School departments. Overall department responsibilities include Town-wide IT leadership and vision along with management of a central Information Technology Organization. The central IT department is responsible for the integration of all activities and resources designated as:

1. Enterprise Systems operation, data processing and integration for key administrative functions to perform;
2. Data and Telecommunications networks required to ensure connectivity and mission critical functionality for all key Town and School locations;
3. Protection of the Town's computer data and information assets and resources;
4. Identification of opportunities in the implementation and support of new and existing technologies;
5. Support services necessary to ensure maximum use, user comfort and integration of key technology platforms.

The collective Information Technology Department manages the entire suite of Town & School Enterprise Applications, network connectivity to 43 locations and facilitates the introduction of new technology to improve process, efficiencies and public access to information.

The department consists of three sub-groups to best serve the needs of the organization. The applications group, working together with our network and infrastructure group and the help desk group, supports 18 enterprise applications, 13 multi-department applications, 22 departmental applications, and 15 infrastructure applications, out of which 11 applications are now cloud based.

We continue to apply best practices in managing application life cycles, keep all major enterprise and cross-departmental applications up to date for security and for feature enhancements, and fine tune preventative measures to maximize uptime. In addition, we closely monitor application performance and perfect change management practice.



As in all previous years, the technology mix will continue to shift as products change and new vendors are introduced into the enterprise. While a continued migration to cloud based services is expected, support roles and workload shifting enable the department to continue to implement new applications, along with new functionalities to existing systems.

For fiscal year 2018 The IT department is pleased to reflect on the following accomplishments:

Enterprise Permitting System Rollout

With all 10 departments now migrated over to the Town's new platform, work will continue to integrate new functionality and workflows. Throughout calendar year 2017, the IT department held 65 key user trainings while developing over a 100 workflows for the 155 permits (and subtypes) that currently exist.

Recently, full integration with existing GIS and assessor's data repositories and connection to the existing payment engine will now allow for seamless interaction including information lookup, verification, submittal, approval and payment. The expectation is for shorter approval times for transactions with better coordination between departments.

School Technology Consolidations

With the previous year migration of the school system to the Google email platform behind us, the IT department was able to focus on improving management and integration of existing Town & School applications in order to provide additional capability and functionality for the organization.

All Town and School users are now on a consolidated email filtering and archiving platform engine which will allow for enterprise backup and retention of email along with enhanced safeguards to better protect against outside threats.

In addition, multiple school-based applications were synchronized in order to streamline account creation, management and removal. This will allow for better integration and data protection. User will benefit from having less account credentials to manage and the IT department will be able to better serve the user community.

The introduction of a user self-service portal will enable staff to reset account credentials via a secure service. This service will provide automated capability on a 7x24 basis with access from any location. The capability will enable significant reductions in staff time around resetting account credentials and bypassing the turnaround time for IT intervention.

Data Center Improvements

With assistance from the Building department and the CIP, The Town's primary data center was upgraded with redundant power and cooling capacity. The data center plays an essential role providing consistent and reliable access to the information and communications necessary to run the enterprise computing operations.

The investment in upgraded data storage infrastructure provides a 5x improvement over the previous generation of equipment. In addition, these significant improvements will be realized in data backup and retention windows which have been significantly decreased

As the Town continues to invest in the technology, the opportunity to provide additional services, create efficiencies and improve employee collaboration will increase in unison. The Information Technology Department is positioned well to continue to enable all the promise that technology offers and looks forward to the challenge.

Finance Department

Jeana Franconi, Finance Director

Overview

The Finance Department is comprised of the Assessing, Comptroller, Purchasing, and Treasury functions.

TREASURY DIVISION

The Treasurer is pleased to submit highlights for the fiscal year ended June 30, 2017 below. For a full review of the Town's finances, please refer to the Report on Examination of Basic Financial Statements for the year ended June 30, 2017.

Cash Management

This division is responsible for the collection and maintenance of all revenues from all sources, as well as the management and safeguarding of all funds, the administration of all debt, and the proper disbursement of all funds.

Town Cash & Investments	155,154,302
Library Cash & Investments	5,418,086
Retirement Cash & Investments	<u>273,789,922</u>
Total Cash & Investments	434,362,310

General Fund Investment Income earned for the year was \$361,020.

Bank Service and Credit Card Processing Fees - Through compensating balance agreements, we continue to minimize bank service costs. The division also takes on the financial burden of credit card processing charges that are not covered by convenience fees. Costs for both categories totaled \$478,583.

We anticipate credit card processing fees to decrease significantly next fiscal year as the Select Board expanded charging convenience fees to motor vehicle excise and refuse bills; Town Clerk documents; and all licenses and permit fees. Parking meters also include a convenience fee of \$0.30 per transaction.

Debt - As of June 30, 2017 the Town had debt obligations of \$106.2 million in principle and \$32.3 million in interest payments. During 2017, the Town issued \$36.9 million of new general obligation bonds for the Devotion School (\$33 million), Wastewater System Improvements (\$1 million), Fire truck (\$800,000), Corey Hill Playground (\$700,000), Golf Course Driving Range (\$500,000), Building Envelope/Fenestration Repairs (\$380,000), Fire Maintenance Facility Remodeling (\$300,000), and the Carton St. Footbridge (\$245,000). The Town retained its Aaa bond rating from Moody's Investors Service and was able to attain a true interest cost of 3.09%.

Collections

Collections is responsible for the billing, collection, recording, and reconciliation of annual Real Estate Property Taxes (\$200.9 million), Personal Property Taxes (\$3.1 million), Motor Vehicle Excise Taxes (\$6.2 million), Water & Sewer Utility Fees (\$29.0 million) and Refuse Collection and Disposal Fees (\$2.7 million).

Bill payers have the option to pay online, at Town Hall, via mail, or use the drop box located in front of Town Hall.

Credit card transactions are assessed a convenience fee of 2.95% or \$1.00 minimum. Electronic check payments are charged a convenience fee of \$0.40. The Town does not receive any revenue from convenience fees. These fees are assessed by a third party processor for the secure handling and processing of payments.

Property Taxes - Uncollected real and personal property taxes for FY2017 as of June 30, 2017 were \$1.8 million, representing a 99.1% collection rate.

A new taxation fund to aid the elderly and disabled in paying their taxes has been created. Please look for more information with the first quarter FY2019 tax bill.

As of July 1, 2018, the interest rate charged to seniors in the Town's Deferred Real Estate Tax Program will be 2.33%. This is a decrease from the 5% currently charged. Going forward, the interest rate will change annually dependent upon the calculation of the U.S. 10-Year Treasury Note annual average.

Municipal Lien Certificates - An important responsibility of this Office is the timely and accurate issuance of municipal lien certificates (MLC's). This document is required before buyers and sellers of property can finalize any agreements for the transference of any real property. Lawyers and mortgage lending institutions depend upon

this service. We issued approximately 1,400 MLC's during FY2017. General Law requires that these documents be completed within ten working days of receipt.

Motor Vehicle Excise - We continued to participate in the Registry of Motor Vehicle's license renewal and registration renewal marking program. The failure to be able to renew these two important permits has proven to be a very effective collection stimulus. Uncollected excise tax at the end of the year was \$385,615. We continued to collect over 93% of approximately 33,000 bills issued.

Payroll

This division is responsible for the oversight of all payroll activities, including accurate and timely payments to all Town and School employees, along with the related employee and employer deductions, taxes, wage reporting, and collective bargaining compliance issues.

Summary

Treasury takes pride in providing a high level of quality service to all of its constituents. It is with much appreciation that the Treasurer acknowledges the dedicated staff tasked with the collection of taxes and the reconciling of all receipts and disbursements for the Town.

COMPTROLLER'S DIVISION

The Comptroller's Office is responsible for the timely and accurate processing of vendor payments, cash receipts and general ledger transactions, and numerous federal and state reporting functions, including the Commonwealth's Schedule A and free Cash certification. In addition, the Comptroller serves on the Brookline Contributory Retirement Board.

Accounts Payable personnel, in conjunction with input from a variety of Town Departments, continued to service nearly 5,000 active vendors, processing approximately 40,000 invoices during the calendar year.

The Accounts Payable personnel routinely audits all invoices before the payments are processed and then matches up the resulting checks with their supporting documents for archiving in-house. In addition, the accounts payable team has spent considerable time and effort training departmental users throughout the School and Town in the appropriate use of the accounts payable system.

Financial Reporting

The Comptroller's staff worked closely with the auditors to ensure compliance with Generally Accepted Accounting Procedures and the promulgations of the Government Accounting Standards Board in the daily financial activities of the various Town departments and in the preparation of the Town's annual financial statements.

Personnel, Schools, DPW, Water & Sewer, Building, Fire and Police Departments are utilizing the General Billing module.

The Comptroller's staff continues to provide training and support for the departmental users in General Ledger queries and reports and Accounts Payable, General Billing and Cash Receipts input and processing and reporting of departmental financial data via in customized Crystal Reports developed in the Comptroller's Office. Over 200 users in the Town and School offices have been trained in the Town's MUNIS Financial system and basic Crystal Report running.

Closing

The Comptroller and his staff worked closely with other key departments to enhance internal controls and financial processing and reporting with the Town. The Comptroller gratefully acknowledges the fine efforts of his staff, in conjunction with the efforts of other Town Departments, which have contributed to another successful year.

ASSESSOR'S DIVISION



Board of Assessors

L-R: Mark Mazur, Gary McCabe and Harold Peterson

The mission of the Board of Assessors is to assess all property in the Town of Brookline in a fair and equitable manner and in accordance with the laws of the Commonwealth of Massachusetts. Our purpose is to promote the fair and equal treatment of all taxpayers in the Town of Brookline in the administration of the property tax, motor vehicle excise tax and related exemptions; to assess all property at its full and fair cash value as of January 1 of each year and to employ valuation methods and techniques appropriate for each class of property and to maintain public records necessary to administer the taxes of the Town of Brookline and to objectively review the petitions and concerns of taxpayers. The Assessors, when necessary, will defend value appeals brought before the state Appellate Tax Board.

Accomplishments:

- The Assessors completed an interim year (non-certification) adjustment to all assessed values for fiscal year 2018, which resulted in a town-wide increase in the total taxable value of 7.7% to \$23.3 billion, now the 4th highest assessed value in the commonwealth (see table below for value by property class).
- The Assessors provided assistance to a special committee established by the Select Board to review a 2016 Special Town Meeting warrant article to study the tax relief programs available to Brookline senior taxpayers, including the modification or expansion of existing programs and the exploration of new programs. The result of the special committee's work was the authorization of three warrant articles before the 2017 Special Town Meeting that would make the following changes available to the town:
 - a. Lower the current 5% interest rate on deferred property taxes to a rate tied to the one-year average of 10-year US Treasury constant maturity rate.
 - b. Petition the General Court to modify the existing statutory language of clause 41A of section 5, of Chapter 59 (tax deferral), to increase the income limit of eligible taxpayers, in order to open the deferral program to more participants.
 - c. To establish a taxation aid committee to oversee a special fund to aid qualified elderly and disabled taxpayers using funds donated through the tax bill process as a special, additional contribution.

We expect these programs to be implemented in fiscal year 2019.

2018 Objectives

- The Assessors will conduct a town-wide revaluation of all property for fiscal year 2019; the first state certification of values in a new five-year audit cycle. Due to recent changes in state law (Chapter 40, section 56) the certification of assessed values by the Commissioner of the Department of Revenue now occurs every five years, instead of the previous three-year cycle. The town-wide revaluation will include a recalibration of all valuation models; market sales, replacement cost and income capitalization. The Assessors will continue to use the existing computer-assisted mass-appraisal system (CAMA) licensed by the town and rely on the town's comprehensive property database and GIS mapping programs.

- Continue to develop a program for on-line filing of certain assessment forms, including personal property tax returns (Form-of-List), Form 3ABC – Return of Property Held for Charitable Purposes, and commercial property income & expense statements, requested under section 38D of Chapter 59.
- The assessors will continue to be diligent in the discovery of taxable property and allowable levy growth due to new construction for fiscal year 2019 and beyond.

The table below contains the FY2017 and FY2018 total assessed values by major class and year over year percent change.

Property Class	FY17 Valuation	FY18 Valuation	Δ
Residential	19,477,019,400	20,984,513,500	7.7%
Commercial	1,942,174,300	2,101,745,700	8.2%
Industrial	14,618,500	16,169,600	10.6%
Personal Property	230,816,841	232,598,992	0.8%
Total Taxable Property	21,664,629,041	23,335,027,792	7.7%
Tax Exempt	2,134,474,200	2,298,721,300	7.7%

PURCHASING DIVISION

The Purchasing Division is responsible for the procurement of all goods & services for all Town and School Departments. The Division's role is to ensure that all Departments are getting the best value, by using the appropriate process: RFPs, bids, quotes, and good business practice. In addition, established state and cooperative contracts are also used. The procurement process complies with applicable laws, such as M.G.L. Ch. 30B, 30 39M, and 149, which were enacted by the State and adopted by the Town in 1990 and updated in 2016.

Purchasing also manages all contracts and agreements resulting from procurements that have been conducted for Town and School Departments. General Services is part of the Division, providing printing and mail support for Town and School departments.

Personnel

The Division staff consists of: Chief Procurement Officer David Geanakakis, Procurement Officer Richard Saville, Buyer Elizabeth McDonald, and Senior Office Assistant Eric Miller. General Services staff are: Supervisor of Mailing & Printing Timothy Sullivan and Mail Clerk Morgan Laing-Buckland. In September, Arlyn Zuniga departed for a position with the Town of Milton, and we would like to thank her for his contributions to the Town and Schools.

David appreciates that all division staff offer a consistent high level of service and continue to provide informed and accurate service to Town and School Departments, on a daily basis over the past year.

Purchasing Activity

During the past year, the Purchasing Division issued approximately 10,000 purchase orders and conducted nearly 75 public procurements, for the various departments. Procurements are done using the appropriate open and competitive process. With the assistance of the requesting department, Division staff develop specifications, investigate and seek out potential vendors, evaluate & award contracts, and monitor vendor performance.

Various contracts for goods and services are managed by the Division staff and used by all Town and School departments. Establishing good working relationships with vendors providing goods and services is also an important task. Examples are: office supplies, copiers, information technology, furniture, school lunches, telecom, furniture, consultants and insurance. Significant items from the past year were:

- Town Department Bids and RFPs:
 - Master Lease Purchase Financing for Public Works equipment, Salt (Newton Cooperative bid) for DPW, HVAC, 2 for Energy Management, Burner Boiler, Carpentry, Electrical, Plumbing, Construction Testing Devotion, Financial Peer Review, Legal Services for Real Property Acquisition, Lease of 29 Avon Street, Design of Renovation of Brookline Reservoir, Acquisition of Fire Truck, Parking Violations Process and Collection Services, Annual Fire Sprinkler/Alarm/Extinguisher Service, Exit & Emergency Light Testing, Strategic Asset Plan and Major Parcel Study
- Continued to prepare issue, award and manage cooperative bid and contract for heating oil, gasoline and diesel for 11 regional Cities and Towns. Obtained fixed low prices for FY18.
- Various Town and School contracts were rebid or renewed with ongoing improvement of products and services
- Continue to manage the annual computer leasing process, with the assistance of the Information Technology Department. Ongoing program has standardized models with a single vendor, consistent annual payment & low interest rate, low prices, efficient ordering process & faster deployment.
- Continued to expand purchases from other cooperative contracts, such as Mass. State Contracts, Mass. Higher Education Consortium and Metropolitan Area Planning Council, as appropriate
- Purchased additional fuel efficient, hybrid and 4 cylinder, vehicles such as: Chevrolet Cruze, Toyota Prius, Ford Fusion Hybrid, and Ford Transit, for various Town and School Departments.

Support to the School Department

Procurement Officer Richard Saville and Senior Office Assistant Eric Miller are the Division's primary contacts for the School Department. They dedicate most of their time to support School Department purchases and projects, but all staff support School purchases. Significant items from the past year were:

- School Department Bids, RFPs and renewals:
 - Food Services Management Program, Lease of Gym Space for Pierce School, for Devotion School, rental of tables and chairs; student bus and METCO transportation services; printing of Adult Education catalog
- Supported ongoing Devotion School construction project with planning for purchases of: fixtures, furniture, information technology and services, telecom, Level 2 Testing Services, as well as construction support as needed
- Continued to use online office supply ordering for School and Town Departments
- Continued using Purchasing Card (PCard) program with School Department for appropriate purchases
- Continued using building supply company accounts with School and Building Departments for appropriate purchases
- Worked with TEC Cooperative Purchasing Program to partner with other Communities to save money.
- Continued to upgrade a majority of copiers within both the Town and School departments, taking advantage of a cost-savings offer of free maintenance service, resulting in significant savings.
- Under renewed snack and beverage vending contracts, received commission from soda and snack machines amounting to \$3,781.12 in FY17. For the first half of FY18, commissions generated \$1,447.53.
- Continue to use state and MHEC contract vendors who offer competitive prices.

General Services Activity

General Services provides centralized printing and mailing services for all Town and School departments. Services are done in the most economical manner on site, using outside vendors only if necessary. Pick-up & delivery of mail and offset high quality printing are done by the mail room and print shop staff.

- Continued to work with the IT Department to continue to review existing telephone carriers' bills, to eliminate lines and modify service as required to reduce costs.
- Reviewed bills with cellular phone provider, changed plans and phones, resulting in lower fixed monthly costs and improved service.

- Used in-house print capabilities to reduce the costs of outside printing. The Annual Report, Financial Plan, Financial Trend Monitoring Report, Contract Specifications, Town Meeting Combined Reports, Town Meeting Member Newsletters, Council on Aging newsletters and other materials continue to be printed internally.

Norfolk County Registry of Deeds

William P. O'Donnell, Register

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 6 million land documents dating back to 1793. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell who has held the position since 2002. In continuous operation for nearly two hundred and twenty-four years dating back to President George Washington's administration, the Registry's mission has remained the same: to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

2017 Registry Achievements

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register held office hours at Brookline Town Hall on October 26th.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. **This year alone, the Center handled more than 5,000 requests.** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2017, **the Registry collected more than \$50 million in revenue.**
- The Registries of Deeds had several legislative accomplishments spearheading legislation signed into law in early 2017 that allowed for registered land (Land Court) documents to be recorded electronically.
- First Registry in Massachusetts to electronically record Land Court documents. Phased in approach – discharges in April 2017; all documents by July 2017.
- This year saw a record number of electronic recording filers, **approximately 1,400.**
- In 2017, we hit a milestone of recording our 35,000 Registry of Deeds book. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- So far this year, more than **12,500 Homesteads applications have been filed at the Registry.** The law Chapter 188 (M.G.L.) provides limited protection of one's home against unsecured creditor claims.
- The Registry in 2017 completed its History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scribes of the 18th and 19th centuries in the old cursive hand writing style much easier to read by converting the words into easy-to-read electronic text. **The program earned the praise of two-time Pulitzer Prize historian, David McCullough.**
- In 2017, the Registry for easier customer research indexed all land documents recorded from 1793-1900.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.

- This year, many technology, office and program improvements were implemented, including the redesigning of our Land Court area. We also continued and strengthened our commitment to cyber security protection of our infrastructure as well as the training of our employees. We also updated our computer equipment and added two major television state-of-the-art monitors to instantly update our staff on incoming electronic recording filings. The Registry's website www.norfolkdeeds.org is routinely updated to alert the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing our consumer programs.
- The Registry's free Consumer Notification Service **hit a milestone with its 700th subscriber, a 40% increase from the previous year.** This consumer/public safety program, started last year, allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, public officials, real estate professionals, genealogists on how to access land record information, using the Registry's new website technology. **This year the Registry also designed and marketed a new seminar exclusively for municipals officials.**
- The Registry expanded its community outreach commitment by working with the Veterans Administration of Boston on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items, including furniture. **Our Toys for Tots' Drive has over the years collected 1,650 presents.** Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. **This year's food drive was one of the biggest ever.** Finally, the Registry **received from generous donors more than 3,000 articles of clothing** for its "Suits for Success," program this year.

Brookline Real Estate Activity Report January 1, 2017 – December 31, 2017

During 2017, Brookline real estate activity saw decreases in both total sales volume and average sales price.

There was a 13% decrease in documents recorded at the Norfolk County Registry of Deeds for Brookline in 2017, resulting in a decrease of 1,379 documents from 10,758 to 9,379.

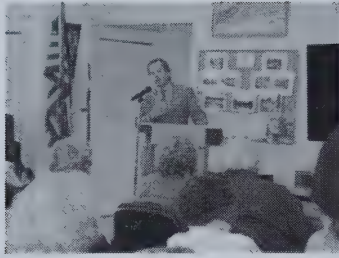
The total volume of real estate sales in Brookline during 2017 was \$1,023,493,727, an 11% decrease from 2016. The average sale price of homes and commercial property was also down 4% in Brookline. The average sale was \$1,263,572.

The number of mortgages recorded (1,768) on Brookline properties in 2017 was down 24% from the previous year. Total mortgage indebtedness decreased 28% to \$1,335,386,419 during the same period.

There were 4 foreclosure deeds filed in Brookline during 2017, the same number recorded in 2016.

Homestead activity decreased 7% in Brookline during 2017 with 777 homesteads filed compared to 835 in 2016.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.



Retirement

Frank Zecha,

*Register O'Donnell speaking at the Walpole
Council on Aging*



Director

*Register O'Donnell with staff and a
constituent at Milton Town Hall Office Hours*

The Brookline

Contributory

Retirement System administers the defined benefit plan for most Town of Brookline employees, with the exception of teachers and school administrators whose program is administered by the Teachers' Retirement System. The defined benefit plan, governed by Massachusetts General Laws Chapter 32, provides retirement, disability, survivor, and death benefits to members and their beneficiaries.

The System has a five-member Board who is responsible for ensuring that the system is operating in compliance with M.G.L. Chapter 32. The Chairman of the Board is James (Chet) Riley one of the two elected members and Rob Ward, Chief of the Brookline Fire Department being the other elected member. Director of Finance Jeana Franconi serves on the Board pursuant to an appointment by the Board of Selectman. Brookline Comptroller Michael F. DiPietro serves as the ex-officio member, as required by M.G. L. Chapter 32 and Gary Altman, an attorney who works full-time as a labor arbitrator and mediator, was chosen by the four Board members to serve as the fifth member.

The System is funded through member's deductions, investments and annual appropriations from the Town and Brookline Housing Authority. The Board adopted an actuarial funding schedule to ensure the financial stability of the retirement system. According to the most recent actuarial report, as of January 1, 2017 the system was 55.37% funded.

As of December 31, 2017, there were 3,978 members, 1,958 active members, 893 retired members or their beneficiaries and 1,127 inactive members. During 2017, the Board voted to grant 35 superannuation and 6 accidental disability retirement allowances. The Board also approved 37 refunds and 57 transfers of member accounts.

The current staff is comprised of: Frank Zecha, Executive Director; Maryruth Capite, Deputy Director of Finance; and Brigid Connolly, Administrative Assistant. The staff is responsible for: financial transactions; reporting of investment activity, comprehensive pre- and post- retirement counseling to employees and their families regarding their rights and benefits; issuing monthly pension payments to retirees and /or their survivors; and other required governmental reporting.

The system has Russell Investments as its OCIO. The Board establishes investment policies, and allocates system assets to various investments.

The Retirement System is valued at \$309.1 million as of December 31, 2017. In calendar year 2017 the System had a 13.8% rate of return. The 25-year rate of return is greater than 7.840% annually.

TOWN OF BROOKLINE TELEPHONE DIRECTORY**Main Number: 617-730-2000****Emergency Telephone Numbers:**

Police 911

Fire 911

Highway 617-730-2160

Parks: 617-730-2167

Water/Sewer: 617-730-2175

Home Heating: 617-730-2300 (weekdays); 617-730-2222 (evenings and weekends)

DEPARTMENT	TELEPHONE	TTY (phone devices for the deaf)
Assessor's Office	617-730-2060	
Brookline Interactive Group	617-731-8566	
Building Department	617-730-2100	
Comptroller's Office	617-730-2022	
Conservation Commission	617-730-2088	
Council on Aging	617-730-2103	
Diversity, Inclusion and Community Relations	617-730-2777	
Emergency Management	617-730-2105	
Evelyn Kirrane Aquatics Center	617-713-5435	
Fire Department (non-emergency)	617-730-2272	
Health Department	617-730-2300	617-730-2327
HELP Program	617-730-2752	
Human Resources Office	617-730-2120	
Information Technology Department	617-730-2003	
Library (Main)	617-730-2345	617-730-2364
Library (Coolidge Corner)	617-730-2380	
Library (Putterham)	617-730-2385	
Parks and Open Space Division of DPW	617-730-2088	
Planning and Community Development	617-730-2130	
<i>Police (non emergency)</i>	617-730-2222	
<i>Public Works</i>	617-730-2156	617-734-2952
Purchasing Division	617-730-2195	
Recreation Department	617-730-2069	617-739-7698
Retirement Board Members and Staff	617-730-2028	
Robert T. Lynch Municipal Golf Course	617-730-2078	
Select Board's Office	617-730-2200	617-730-2213
Soule Early Childhood Center	617-739-7598	
Substance Abuse and Violence Prevention for Youth	617-713-5155	
Tobacco Control	617-730-2333	
Town Administrator	617-730-2200	
Town Clerk	617-730-2010	617-730-2572
Town Counsel	617-730-2190	
Transportation Division of DPW	617-730-2177	
Treasurer/Collector	617-730-2020	
Veterans Services	617-730-2112	
Walnut Hills Cemetery	617-730-2179	

TOWN OF BROOKLINE, MASSACHUSETTS

Settled: 1638
Incorporated: 1705
Population: 58,666
Land Area: 6.82 Square Miles

Government: Representative Town Meeting (240 Elected Town Meeting Members and eight at large) with five-member Select Board and Town Administrator.

Located four miles from downtown Boston, in Norfolk County. Brookline is one of the largest towns in New England. It is primarily a mature suburban, residential community. The primary occupations of Brookline residents are management and professional, heavily concentrated in the fields of medicine and education.

FY 2017 Assessed Valuation: \$21,664,629,041

FY 2017 Tax Rates:

Residential \$9.88

Commercial \$16.20

Residential Exemption \$2,269

Political Parties and Designations

Democrat	16,994
Unenrolled	16,166
Republican	2,137
United Independent Party	157
Libertarian	57
Green Rainbow	37
Socialist	11
American Independent	10
Conservative	8
Green Party USA	6
Interdependent 3 rd Party	6
MA Independent Party	5
Working Families	3
Pizza Party	3
We the People	2
Natural Law Party	1
Prohibition Party	1
Pirate Party	1

Brookline Legislators

United States Senators

Elizabeth Warren
Edward J. Markey

State Senator

Cynthia S. Creem

United States Representative Congress

Joseph P. Kennedy

State Representatives

Edward F. Copping
Michael Moran
Jeffrey Sanchez
Frank Israel Smizik

The Town of Brookline is an Affirmative Action/Equal Opportunity employer. The Town of Brookline does not discriminate on the basis of disability in admission, access to, or operations of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices.

TOWN OF BROOKLINE, MASSACHUSETTS

***REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS***

YEAR ENDED JUNE 30, 2017

TOWN OF BROOKLINE, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2017

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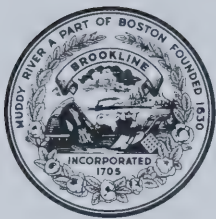
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TOWN of BROOKLINE

Massachusetts

BOARD OF SELECTMEN

NEIL WISHINSKY, Chairman
BENJAMIN FRANCO
BERNARD GREENE
HEATHER HAMILTON
NANCY HELLER

MELVIN A. KLECKNER
Town Administrator

333 WASHINGTON STREET
BROOKLINE, MASSACHUSETTS 02445
TEL. (617) 730-2200

FAX: (617) 730-2054
www.BrooklineMA.gov

Letter of Transmittal

To the Honorable Members of the Board of Selectmen and Citizens of the Town of Brookline:

State and Federal regulations require the Town of Brookline to publish at the end of each fiscal year a complete set of financial statements in conformity with Generally Accepted Accounting Principles (GAAP) that are audited in accordance with Generally Accepted Auditing Standards (GAAS) by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Annual Report on the Examination of the Basic Financial Statements of the Town of Brookline, Massachusetts, for the fiscal year ending June 30, 2017, for your review.

This report consists of management's representations concerning the finances of the Town of Brookline. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Town of Brookline has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town of Brookline's financial statements in conformity with GAAP. As the cost of internal controls should not outweigh their benefits, the Town of Brookline's comprehensive framework of internal controls has been designed to provide reasonable assurance in accordance with best practices that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Brookline's financial statements have been audited by Powers & Sullivan LLC, a licensed certified public accounting firm. The goal of the independent audit is to provide reasonable assurance that the financial statements of the Town of Brookline for the fiscal year ended June 30, 2017, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor rendered an unmodified opinion that the Town of Brookline's financial statements for the fiscal year ended June 30, 2017, are fairly presented in conformity with GAAP. The Independent Auditor's Report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Brookline was part of a broader, federally mandated "Single Audit" designed to meet the particular needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of

federal awards. These reports are available in the Town of Brookline's separately issued Reports on Federal Award Programs, also known as the Single Audit Report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This Letter of Transmittal is designed to complement the MD&A and should be read in conjunction with it. The Town of Brookline's MD&A can be found immediately following the Report of the Independent Auditors.

Profile of the Government

The Town of Brookline was settled in 1630 and incorporated as a town in 1705. It is located in Norfolk County and borders Boston to the east, north and south, and Newton to the west. It is approximately 6.6 square miles in area and, according to the 2010 federal census, has a population of 58,732 persons.

Municipal Services

The Town provides educational and governmental services within its boundaries including:

- public education in grades pre-kindergarten through 12 to more than 7,500 students
- police and fire protection, building inspection and animal control services
- highway and roadway maintenance, including snow and ice control and traffic control
- street and sidewalk maintenance
- water and sewer services
- refuse collection/disposal and recycling services
- parks and recreational services, including a golf course and a swimming pool
- library services (one main and two branch libraries)
- senior citizen services and programs, including a Senior Center facility
- public health services, including food outlet inspections, immunizations, and mental health
- veterans services and youth and human services

Governing Bodies and Officers

The Town operates under a Board of Selectmen/Representative Town Meeting form of government. The Board of Selectmen is an elected five-member chief executive body responsible for establishing overall policy leadership and direction. Local legislative decisions are made by a Representative Town Meeting consisting of 248 members. A Town Moderator is elected every three years to preside over the proceedings of Town Meeting. Day-to-day administrative authority is vested in the Town Administrator, who is appointed by the Board of Selectmen. The Town Administrator is the chief operating officer and is responsible for the supervision and the administration of all departments except for the School Department, Library, and Town Clerk's Office.

A nine person elected School Committee is responsible for establishing policy for all local school affairs. The Superintendent of Schools is the chief operating officer for the Brookline Public Schools and is responsible for the supervision and administration of public education. There is also a nine member elected Board of Library Trustees. A three person Board of Assessors, who are appointed by the Board of Selectmen, are responsible for the assessment of local property taxes. A five member Retirement Board services employees and retirees in all departments, except professional employees of the School Department who are covered by the Massachusetts Teachers Retirement System, for retirement matters and consists of an ex-officio member, two members elected by active and retired members of the Retirement System, one member appointed by the Selectmen and a fifth member chosen by the other four Board members. The Retirement Board is one of 105 retirement boards in the Commonwealth which oversees a uniform benefit system and rules, promulgated by the state for municipal employees. A seven member Retiree Health Committee is responsible for the investment of Other

Postemployment Benefits (OPEB's) assets. The Committee is made up of the Retirement Board plus two additional members appointed by the Board of Selectmen.

There are a number of other citizen boards and commissions that play a key role in Town affairs, and contribute to the active and engaged citizenry, including the Planning Board, Park and Recreation Commission, Building Commission, Transportation Board, Preservation Commission, and Conservation Commission. The Advisory Committee, which is appointed by the Town Moderator, reviews and makes recommendations on all matters to be considered by Town Meeting. In that capacity, it serves as the Town's finance committee.

Audit Committee

The Audit Committee consists of six members. The Board of Selectmen, the Advisory Committee and the School Committee each appoint one member and the Town Moderator appoints three members. Current voting members include Bernard Greene (Selectmen Appointee and Chair), Lee Selwyn (Advisory Committee), Beth Jackson Stram (School Committee), James Littleton, Gregory Grobstein and Peter Finnerty (Moderator's Appointees). In addition to the six voting members, the Director of Finance (Jeana Franconi), the Comptroller (Michael DiPietro), the Superintendent of Schools or his/her designee (Mary Ellen Dunn), and the Town Administrator or his/her designee (Melissa Goff) serve as nonvoting members of the Committee. The Audit Committee serves in an advisory role to the Board of Selectmen with respect to the Town's financial condition, financial management systems and controls, and the annual audit. In addition, the Committee reports to Town Meeting as the Committee sees fit on matters within the scope of Town Meeting's concerns. Specific duties shall include, but are not limited to, the following:

"make recommendations to the Board of Selectmen on the selection of and scope of services for an independent auditor; review the annual financial statements and reports prepared by the independent auditor and make recommendations with respect thereto; make recommendations for areas of operations where expanded scope audits or reviews of the internal controls may be appropriate; review and make recommendations with respect to the Town's financial management practices and controls; and report to the annual Town Meeting on the recommendations the Committee has made during the preceding twelve months".

Financial and Management Practices

The Town annually prepares and updates a five-year Financial Forecast, a six-year Capital Improvement Program (CIP), and an annual Operating Budget. These documents are presented in the Annual Financial Plan, which is produced by the Town Administrator's Office in conjunction with the Finance Department, and reviewed by the Board of Selectmen and Advisory (Finance) Committee. Both the Operating Budget and the first year of the CIP are submitted to Town Meeting for adoption as the annual budget. The Board of Selectmen has formally adopted financial policies that guide the preparation of the Annual Financial Plan and can be found in the Appendix of the Financial Plan or online in the "Budget Central" section of the Town's website (BrooklineMA.gov). These policies were established in the mid-1990's and have been reviewed and modified accordingly over the years, most recently by Fiscal Policy Review Committees in both 2004 and 2011.

The five-year Financial Forecast, submitted in December of each year, is a review of economic trends on a local and national basis. It analyzes major municipal fund expenditure projections based upon service program assumptions and develops revenue estimates based on economic conditions and prior trends. The forecast projects department budgets based on various scenarios of key revenue sources (e.g., State Aid) and expenditure categories (e.g., health insurance, collective bargaining). These scenarios guide both the Board of Selectmen and Town Administrator in the preparation of the ensuing fiscal year's budget.

The six-year CIP, preliminarily submitted in November of each year and presented along with the Financial Forecast in December, comprehensively identifies municipal infrastructure and improvement needs by detailing

each project, including cost, potential source(s) of funding, priority need, impact on the operating budget, and ongoing capital maintenance costs. Guided by the Town's formal policy, the CIP dedicates 6% of the prior year's net revenue, plus free cash to the extent possible to reach a total funding level of 7.5% of the prior year net revenue. The annual plan allows decision makers and voters the opportunity to regularly analyze and decide upon - project funding. After inclusion in the Town Administrator's financial plan, the proposed CIP is reviewed by the Board of Selectmen, the Planning Board and the Advisory Committee. Then, as part of the budget article at the Annual Town Meeting, projects contained in the first year of the CIP are recommended for funding.

The annual Operating Budget, submitted in February of each year as part of the Annual Financial Plan, follows a program management format that details sources and uses recommendations for all major funds; departmental missions, goals, objectives and annual work plans; and performance measurement and financial management criteria for each budget cycle. The financial plan has again been recognized by the GFOA for excellence in budget presentation. The budget maintains consistency with the Selectmen's financial management standards and policies. The budget funding sources include the General Fund, comprised of revenues including property tax, auto, meals, and hotel taxes, user fee receipts, State Aid, investment income and miscellaneous program income; enterprise funds for the water and sewer operation and the golf course; and the Recreation Revolving Fund. The enterprise funds are intended to be self-supporting through user-based charges.

Principal Executive Officers

<u>Office</u>	<u>Name</u>	<u>Term</u>	<u>Term Exp.</u>
Town Administrator	Melvin A. Kleckner	Appointed - 3 years	2019
Superintendent of Schools	Andrew Bott	Appointed - 3 year	2019
Deputy Town Administrator	Melissa Goff	Appointed - 1 year	2018
Assistant Town Administrator	Austin Faison	Appointed - 1 year	2018
Finance Director and Treasurer	Jeana A. Franconi	Appointed - 1 year	2018
Town Comptroller	Michael F. DiPietro	Appointed - 1 year	2018
Town Clerk	Patrick J. Ward	Elected - 3 years	2018
Town Counsel	Joslin Ham-Murphy	Appointed - 3 years	2018

Tax Base/Local Economy

Brookline is bordered by the City of Boston. It has both urban and suburban features and is characterized by comparatively high property values. Approximately 78% of general fund revenues are financed by the annual tax on property. The remaining revenues come from locally derived receipts (approximately 9%), State Aid (approximately 8%), transfers from other non-general funds (approximately 3%), and Free Cash (approximately 2%).

Residential properties comprise approximately 89% of the full and fair value of the property in Brookline and they are responsible for 82% of the taxes. The Town has been adopting the tax classification authorization that permits it to set dual tax rates. The current tax rates are:

Residential	\$ 9.88 per thousand of property value
Commercial	\$ 16.20 per thousand of property value

A combination of significant new development and a healthy real estate market has contributed to a steadily growing tax base. The tax base (current market valuation of \$21.6 billion) has increased more than 42% over the past decade, reflecting strong development and real estate appreciation. The Town's tax base is the fifth largest in Massachusetts. Building permit fee activity continues at a strong pace, having averaged \$2.6 million annually over the last five years. Per capita housing market value of approximately \$250,000 is also among the highest in the state, as is the per capita personal income level, which is \$65,085 according to the 2011 MA DOR Income Per Capita Report.

Long-term Financial Planning

The Town continues to manage its financial affairs in a prudent manner. Throughout all of the changes in the economy resulting in increases in expenses and decreased State Aid, the Town has maintained its Aaa bond rating. It has done so by incorporating long-range planning tools such as the five-year Financial Forecast and the six-year CIP; establishing rainy day accounts and budgeting stabilization reserves; prioritizing spending plans and identifying operating efficiencies; developing long-term planning for all liabilities including pension and other post-retirement benefits (OPEBs); investing in technology to make operations more efficient; and growing the tax base in a manner that balances neighborhood concerns with the need for additional revenues.

Brookline has also enhanced its revenue flexibility by utilizing enterprise funds for certain operations. This allows the Town to charge 100% of operating costs and capital improvements to the users of certain services so that no tax support goes toward providing these services. This includes the water/sewer and municipal golf course operations. By doing so, the Town is able to provide the maximum tax dollars available to all other services. Cost recovery efforts have also been increased in the recreation area, with the Recreation Revolving Fund picking up more of the costs of their programs. This has allowed for reductions in the Recreation Department's General Fund budget.

The Annual Financial Plan

Property taxes comprise approximately three-quarters of the Town's General Fund revenue. The Town continues to levy the maximum allowable level of property taxes under Proposition 2 ½, leaving little "Excess Capacity". "New Growth" (property tax growth from new construction, renovations, etc.) has augmented the annual 2.5% growth in the levy, playing a large role in the Town's ability to maintain service levels. Over the past five years, New Growth has averaged \$2.0 million per year, allowing for an additional 1% growth in the largest revenue source of the Town.

Two revenue streams that impact the budget significantly are State Aid and Local Receipts. In FY 2003 and FY 2004, State Aid was cut by close to \$3 million. In FY 2010, it was cut \$3.1 million and then by another \$700,000 in FY 2011 and \$413,000 in FY 2012. Between FY 2003 – FY 2012, State Aid realized a cut of 29%, even before accounting for inflation. In FY 2013, the Town received a significant \$2 million increase in State Chapter 70 (education aid) funding, which helped the schools cover the above-mentioned cost pressures resulting from enrollment growth and SPED. This was the most significant increase in State Aid since FY 2001, when it increased \$1.3 million. Another large increase (\$1.4 million) in Chapter 70 aid was realized in FY 2015. In addition, the State increased statewide "Circuit Breaker" funding in both FY 2013 and FY 2014, an account that reimburses school districts for certain special education costs. This yielded additional revenue directly for the school budget. The current fiscal climate at the State and Federal levels is uncertain. Therefore, the Town will continue to plan conservatively for State Aid. Any decreases in State Aid will hinder the Town's ability to provide the current level of services it offers.

Local Receipts, which consist of sources such as motor vehicle excise, refuse fees, building permits, interest income, parking tickets, and meals and hotel/motel excise taxes, make up approximately 10% of the Town's annual revenue. Over the past decade, the Town has increased certain local receipts in order to replace revenue lost from State Aid cuts, thereby increasing reliance on local revenues to cover the increasing cost of providing services. Examples include increases in the refuse fee, fines for parking violations, and parking meter fees. The Town continues to review all current and potential sources of revenue. Along with many other communities in Massachusetts, Brookline adopted two new local options designed to raise local revenues. The first was the adoption of a 0.75% meals excise tax. The second was an amendment to the Local Room Occupancy tax, increasing the local option excise tax from 4% to 6%. Both these local options became effective on October 1, 2009, and the Town began receiving the additional revenue in December, 2009.

Free Cash continues to be used according to the Town's Free Cash Policy, which states that this volatile source of revenue shall be used for reserves, fund balance protection, capital projects, and augmenting employee-benefit funds (e.g., pensions, OPEB's). In FY 2017, the \$7.8 million of certified Free Cash was used for capital projects (\$4.4 million), fund balance protection (\$2.5 million left unappropriated), reserves (\$731,000), and affordable housing (\$159,000).

Over the past decade, a number of cost centers have placed significant pressures on the operating budget, including health insurance, pensions, utilities, special education, and school enrollment. These cost pressures have made maintaining the level and quality of services the Town delivers difficult.

The ability to provide reasonable wages and benefits to municipal employees within the structural gap that Proposition 2½ creates is a challenge. In addition to normal step increases and general wage increases, collective bargaining with municipal employee unions also involves costly benefits such as sick leave, vacation leave, longevity payments and specialty pay for nighttime assignments or hazardous duty. Bargaining with public safety unions that results in impasse, move to a state controlled process under the Joint Labor Management Committee (JLMC). While the JLMC attempts to resolve disputes through mediation, they maintain the ability to engage in an arbitration process through a "neutral" party. In my experience, the arbitration process has tended to favor labor in the past. The Town supports reform of the JLMC process that would compel the parties to work out their differences at the bargaining table like all other municipal unions.

Double-digit growth in health insurance premiums were the norm for much of the period from 2004 - 2010, consuming approximately one-third of all new property tax revenue during that time. This line-item increased from \$12 million in FY 2003 to \$24 million in FY 2010. Effective July 1, 2010 (FY 2011), the Town and its unions agreed to enter into the Group Insurance Commission (GIC), the state agency that provides life, health, disability and dental and vision services to more than 300,000 state employees, retirees and their dependents. This action enabled the Town to reduce its group health budget from what was expected to be \$25.8 million to \$20.2 million, a savings of \$5.6 million. It also reduced premium withholdings for employees from 25% to 17%. Adding to the success story, since moving to the GIC, annual premium increases have been well below the levels realized prior to the move: 4.4% in FY 2012, 2.2% in FY 2013, 3.5% increase in FY 2014, a 1.5% increase in FY 2015 and 6.9% in FY16.

Health insurance is provided during the working life of employees and in their retirement. The annual cost of group healthcare insurance referred to in the preceding paragraph represents the premiums paid for a particular year for both working and retired employees and eligible dependents. The accompanying basic financial statements, prepared in accordance with GAAP, reflect additions, costs, liabilities and disclosures related to the healthcare obligation the Town has to its working and retired employees and their dependents, and the anticipated costs the Town will incur in the future for its working employees in their retirement years. Financial accounting and disclosure for healthcare provided to employees in retirement is established by GAAP for Other Postemployment Benefits, (OPEB), and the Town has developed an OPEB funding plan which increased the appropriation annually by \$250,000. In addition, \$600,000 of Free Cash was appropriated in FY2018 to further support this appropriation.

Increases in the Town's contribution to the Retirement System have averaged more than \$1 million per year over the past five years. As a result of the world-wide economic down-turn, government retirement systems experienced significant investment losses in both calendar year 2008 and 2011. Knowing that the calendar year 2008 losses would require the Town to dramatically increase the FY 2012 appropriation, the Town took steps to offset the anticipated budget impact by ramping up to the higher appropriation over a three-year period. This strategy was successful in moderating the budgetary impact in FY 2012. The Town also experienced investment losses in calendar year 2011, although not as dramatic as in 2008. In addition, the Town authorized an increase in the COLA ceiling from \$12,000 per retiree to \$13,000 per retiree. Combined, these two actions required a large increase in the Town's pension contribution for FY 2015. In response, the Town approved additional funding in FY 2013 to offset the increase in the following year. The FY 2015 pension appropriation was increased by

\$200,000 above the amount required per the funding schedule and \$500,000 from Free Cash was appropriated into the pension fund, both measures were taken with an eye toward paying down the unfunded liability more rapidly. Lastly, \$300,000 of Free Cash was appropriated in FY2018 to further support this appropriation.

The most recent actuarial valuation for the year ending January 1, 2016, included the following changes to the financial assumptions:

- the anticipated rate of return on investments was reduced from 7.60% to 7.40%
- the annual appropriation increase was increased from 5.60% to 7.85%
- the estimate date of full funding of the unfunded liability was un-changed remaining at FY 2030

During the first decade of the 21st century, utility expenses skyrocketed: the prices of electricity and vehicle fuel more than tripled, natural gas more than doubled, and heating oil increased more than fivefold. As a result, the Town's utility expenditures doubled from \$2.6 million in FY 2000 to \$5.2 million in FY 2009. Over the past few years, the price of electricity and natural gas have moderated somewhat and the Town took advantage of that by competitively procuring new contracts at more favorable rates. In an effort to reduce the consumption of energy, the Town has invested in energy efficiency programs and technologies through its CIP, funding from the Green Communities Division of the Department of Energy Resources and programs with local utilities. Lastly, the Town continues to replace aging vehicles with hybrids or other fuel-efficient vehicles and is nearing completion of the conversion of its streetlights with energy efficient LED's.

Special education (SPED) and enrollment growth continue to place stress on the School budget. SPED has been growing by approximately \$700,000 per year and now consumes approximately 25% of the School budget. Enrollment in the elementary schools has resulted in cost pressures not only in the School's operating budget, but also on the CIP, as numerous school facility projects are being planned (see the CIP section below).

Our K-12 student population has grown by 28.6% since FY 2006 from 5,766 students to 7,412. The district's K-8 enrollment increased by 40.3% during the last 10 years, growing by 1,570 students. While the increase in size of Brookline's kindergarten enrollment has driven the growth, these larger elementary grades will soon begin to enter the high school. Brookline High School has grown 4.1% in the last ten years, with a five-year growth of 12.7%. In the past five years, student enrollment at the high school has increased from 1,726 students to 1,946. Currently, grades Kindergarten through 4th average 651 students this year, while grades 8-12 are still averaging only 490 students. We project there will be more than 2,400 students attending Brookline High School in grades 9-12 by the school year 2020-2021.

In order to create the classroom space necessary to accommodate this enrollment level, both larger-scale renovation projects and smaller-scale space conversion projects have been undertaken. A total of 55 classrooms were added through the use of an "Expand-in-Place" strategy since 2008 including but not limited to:

- Six classrooms built at Heath School;
- Four classrooms built at Lawrence School;
- Two modular classrooms added at Baker School;
- Eleven Brookline Early Education Program (BEEP) classes moved out of K-8 buildings into leased commercial space;
- Four classrooms in leased commercial space for Pierce;
- One brand new school will be built at Devotion to add 12 classrooms; a
- Buffer zones were expanded to maintain class size at desired levels.

In response to these pressures, the Board of Selectmen appointed an Override Study Committee (OSC) in August 2013 to further study these matters and determine whether the Town should seek a tax referendum to fund these extraordinary expenses. The Override Study Committee (OSC) presented their findings to the

Selectmen in September 2015. The OSC recommended both a Tax Override for operating purposes and a Debt Exclusion for capital purposes. In March 2015, the Board of Selectmen voted to place two Questions on the May 5, 2015 Annual Town Election ballot seeking an override of the Proposition 2½ tax levy limit. The first question sought to permanently increase the Town's tax levy limit by \$7.6M in order to fund the costs associated with increasing school enrollment. The second question was for a Debt Exclusion to fund a portion of the costs necessary to replace/expand the Devotion School. Both questions were passed successfully by the Town's electorate. The OSC also identified \$560,000 worth of municipal "efficiencies" and \$2.3 million worth of non-property tax revenue that could be pursued and used as budget capacity to support the School Department's needs in the next few years.

Future enrollment projections anticipate another 700 students in the next five years as birth trends and enrollment growth continue to be maintained at the same level as the last ten years. To address Brookline's ongoing enrollment growth and space capacity issues, the School Committee, Board of Selectmen, Building Department staff, and School Department staff continue to work on three important capital improvement projects: construction of a 9th elementary school, the renovation and expansion of Brookline High School (BHS), and the rebuilding of the Devotion School. As the larger classes currently in the elementary schools replace the current smaller classes at BHS, this will require an expansion of space at that facility as well. BHS enrollment is expected to grow by approximately 100 students per year from 1,900 students to 2,500 students by 2022 -- a growth of more than 600 students in seven years. This enrollment level presents a capacity challenge because BHS was renovated to accommodate 2,100 – 2,200 students and enrollment will reach approximately 2,200 by 2018/2019 and approximately 2,500 - 2,600 by 2021/2022. The additional students with or without expanded infrastructure will continue to put stress on limited resources over the next few years. The enrollment issue also impacts the operating budget: with new classrooms comes the need for new teachers, supplies, and support services.

The Capital Improvement Program (CIP)

Through the CIP process, the Town of Brookline has identified \$115.8 million in capital improvements needed over the next six years. Large components of this total include the following:

- The School Committee, the Board of Selectmen, and the Advisory Committee all voted unanimously to proceed with the process for the 9th Elementary School and BHS renovation and expansion without submitting a Statement of Interest to the Massachusetts School Building Authority to allow for more flexibility in the design processes and to meet the timelines for the projects. Any amount above the \$35.1 million identified as the capacity available in the CIP to fund these projects will have to be funded via a Debt Exclusion Override.
- Rehabilitation of streets and sidewalks (\$21.3 million). The 2008 Override included additional funding for streets and sidewalks, proof of the Town's and taxpayers' commitment to maintaining its infrastructure. State funding via the Chapter 90 program is expected to fund \$5.7 million of this work.
- Upgrades and rehabilitation of various parks/playgrounds/open spaces (\$19.8 million).
- Fire station renovations, construction of a fleet maintenance facility, and fire apparatus (\$2.4million).
- The Village Square project in the Brookline Village / Route 9 area (\$5.9 million). The Town anticipates receiving a significant grant through the State Transportation Improvement Program (STIP) and funding the balance of the project by utilizing Community Development Block Grant (CDBG) funds and outside sources related to the 2 Brookline Place redevelopment.
- Upgrade and maintenance of our waste water system (\$3 million), which will be borne by the water and sewer rates rather than the tax levy.

Other Postemployment Benefits

The Town of Brookline is legally and contractually obligated to pay retiree healthcare costs of past, present and future Town / School retirees who have worked a minimum of 10 years for the Town. At June 30, 2016, the bi-annual actuarial analysis projected a liability of \$310 million with an unfunded liability of approximately \$280 million. At June 30, 2017, the Town had a balance of approximately \$38 million of assets in a fiduciary-managed trust fund that is designed to be the source of funding to satisfy the obligation. GAAP requires that the unfunded liability be recognized in the basic financial statements. Although there is currently no legal requirement to make annual payments, GASB 43 requires that an actuarial analysis be completed on a bi-annual basis. In the event that a community does not appropriate sufficient funds to reach a full funding schedule as identified in the analysis, that unappropriated amount must be included as a liability. The Town has adopted a policy to phase up to the annual required contribution (ARC) for a 30-year full funding schedule. Once the ARC is achieved, the Town plans to increase the annual appropriation to reduce and eliminate this temporary liability.

The Town established an Other Post-Employment Benefits (OPEB) Taskforce to address this challenge. It made several recommendations to the Board of Selectmen, which, if implemented, would significantly reduce the OPEB liability. In addition, the Committee made several recommendations regarding the development of a long-term funding strategy over a 30 year period. The Town has adopted some of the funding recommendations, including an annual and escalating appropriation in the Financial Plan. The current strategy increases the annual funding commitment each year until the Town reaches the annual funding requirement (ARC). In the remaining years, annual contributions will exceed the ARC, so that the Town reaches full funding by approximately FY 2046.

In addition, the Town continues to allocate retiree healthcare costs to all enterprise, revolving, grant, and special funds of the Town and to some of the School Department's non-general funds. This plan could result in increased fees charged to the users. Finally, the Town will have the opportunity to determine whether it should use the budgetary capacity currently allocated to the unfunded pension liability when that obligation is fully funded in 2030. In the area of cost containment, the Town and Unions reached an agreement to enter the State's Government Insurance Commission (GIC) to provide medical insurance coverage for current working and retired employees and their eligible dependents, which significantly reduced the OPEB liability because of their lower premiums. The Town will continue to explore strategies to reduce health care costs and/or redistribute the cost sharing and risk.

Cash Management Policies and Practices

The Town of Brookline issues property tax bills four times a year and derives approximately 78% of its annual revenue from this source. These quarterly billings result in a reasonably steady cash flow throughout the year. Every effort is made to put any reserve funds to work. This has become more challenging of late due to continuing changes in the rate of return for most traditional investment vehicles. Nevertheless, the Town's investment policy remains conservative with particular attention to the constraints of safety and liquidity while attempting to secure the highest yield available with those constraints.

On a daily basis, the Treasurer automatically transfers excess funds out of all depository accounts into a sweep account (repurchase agreement) with the same depository bank. Frequently, depending on the level of receipts, money is transferred into the Town account that offers the highest yield.

Finally, a significant portion of the Town's non-expendable trust funds are currently managed by professional and nationally recognized investment management firms. Each of these funds has a distinct purpose and, therefore, the mix of holdings in cash, fixed income securities, and equities will vary by fund. The amount of annual income desired and the timing of disbursements generally govern the mix. Cash and investments at June 30, 2017 were approximately \$155 million for the funds maintained by the Town's Treasurer.

Risk Management

The Town of Brookline manages its risk through a combination of self-insured programs and premium based coverage with commercial insurance carriers. Workers' compensation, unemployment and municipal building activities are self-insured while exposures to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters are covered through policies purchased from commercial carriers. Various loss control techniques, including employee accident prevention training, have been performed to minimize accident-related losses.

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations that are deposited into a dedicated trust fund. Third-party coverage is maintained for individual workers' compensation claims in excess of \$800,000. In addition, the Town administers an insurance reserve fund to help offset the annual cost of its risk management program. Additional information on the Town of Brookline's risk management activity can be found in the notes to the financial statements.

Initiatives

Performance Measurements

The Town seeks to build on the foundation developed in FY 2017 by implementing Strategic Organizational Performance Management Goals with defined measures and outcomes. At an organizational level, multi-disciplinary departmental goals and objectives can be combined to provide specific and quantifiable outcomes as defined by the Town. To that end, the Town will be coordinating multiple Town departments to develop several over-arching focus areas with emphasis on Public Health, Public Safety, the environment, Social Equity and e-Government. Several working groups have been established to better define each program area along with the required goals, outcomes and information needed to best present the performance and progress to date.

Cyber-Vigilance

The Town continues to invest and evaluate Cyber intrusion and data breach readiness and mitigation practices and was recently awarded two grants from the Commonwealth related to Cyber Security Awareness and a Cyber Security Incident Response Planning. Both initiatives are complementary to existing Cyber Security compliance activities including PCI audits and website penetration and exploit evaluations. The Town provides continual education to employees and also phishing exercises to serve as both an educational component and assessment of potential vulnerabilities.

Open Checkbook 2.0

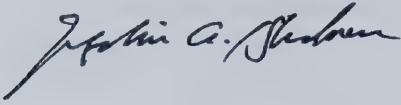
The Town is in the process of rolling out a new tool for residents that will layout the Town's financials using interactive infographics and historical trends. The Town is looking to expand on the transparency of our finances in a way that provides more contexts for residents. Information from the US Census, Department of Revenue (DOR) and Department of Elementary and Secondary Education (DESE) combined with information from the Town's financial system MUNIS will help residents understand how the Town operates and how those expenditures compare to similar communities.

Last year the Town launched a comprehensive fiscal transparency portal with its partner Cleargov. The new tool allows taxpayers to clearly see how Brookline is funded and how this funding is allocated to provide services to its residents. We will continue to refine how this tool is used and are currently working with the School Department to extend the functionality to education related services. We are also working to improve data visualizations on this site.

Acknowledgements

The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the Town Administrator's Office and the Finance Department. We would like to express our appreciation to all the members of the department who assisted and contributed to the preparation of this report. Credit should also be given to the Board of Selectmen for their unfailing support for maintaining the highest standards of professionalism in the management of the Town of Brookline's finances.

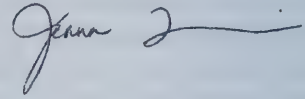
Respectfully submitted,



Melvin A. Kleckner
Town Administrator



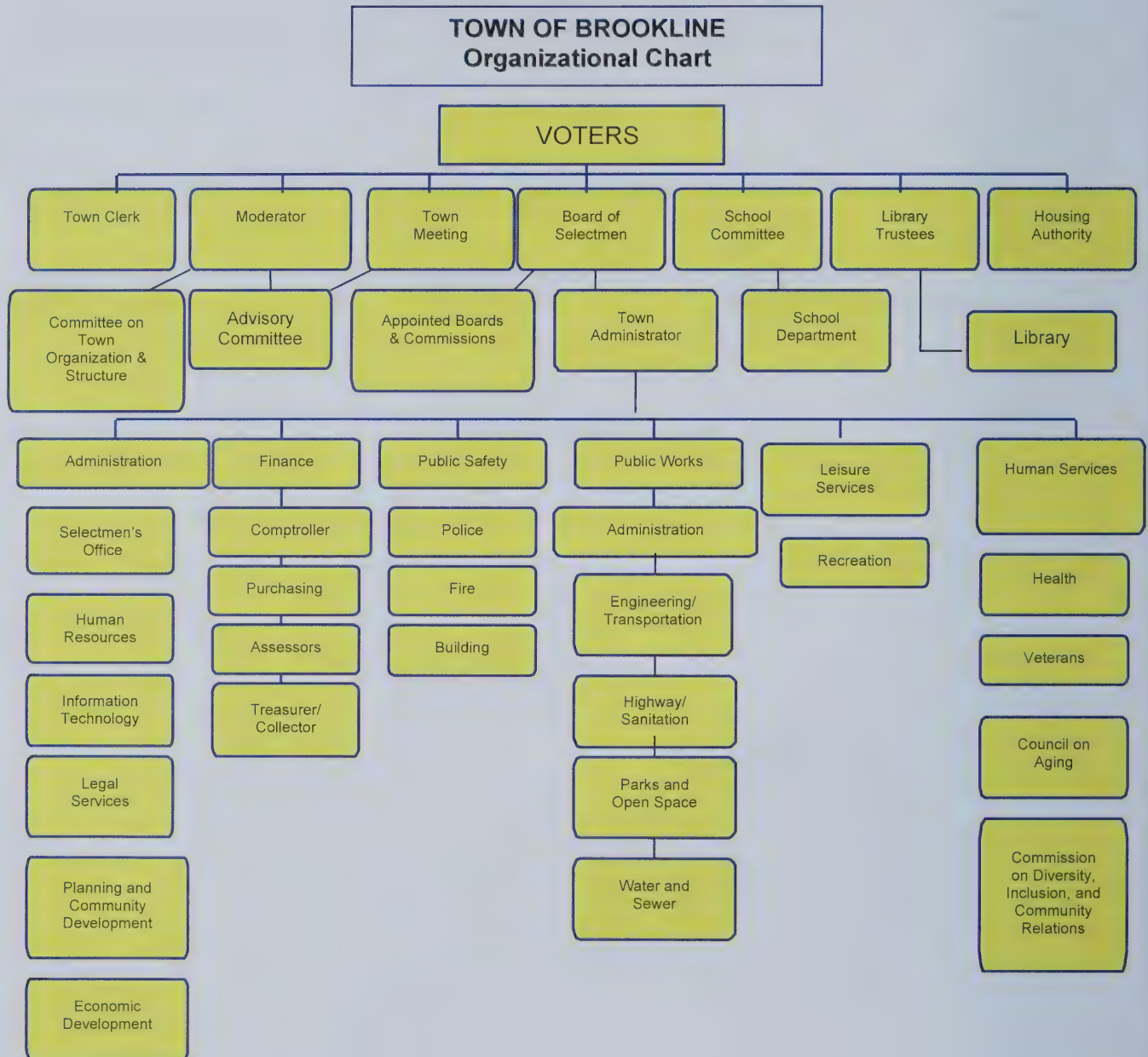
Michael F. DiPietro
Town Comptroller



Jeana A. Franconi
Finance Director/Treasurer

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Organizational Charts



BOARDS/COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Broadband Monitoring Committee	Advisory Council on Public Health
Board of Examiners	Human Resources Board	Solid Waste Advisory Committee	Brookline Interactive Group	Commission for the Disabled
Building Commission	Registrars of Voters	Transportation Board	Celebrations Committee	Commission for Women
Economic Development Advisory Board	Retirement Board	Tree Planting Committee	Brookline Commission for the Arts	Council on Aging
Housing Advisory Board	Information Technology Advisory Committee	Trustees of Walnut Hills Cemetery	Park and Recreation Commission	Holocaust Memorial Committee
Planning Board	Audit Committee			Commission on Diversity, Inclusion, and Community Relations
Preservation Commission				



Independent Auditor's Report

To the Honorable Board of Selectmen
Town of Brookline, Massachusetts

100 Quannapowitt Parkway
Suite 101

Wakefield, MA 01880

T. 781-914-1700

F. 781-914-1701

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Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brookline, Massachusetts as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Town of Brookline, Massachusetts' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brookline, Massachusetts, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Brookline, Massachusetts' basic financial statements. The letter of transmittal and organizational charts are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The letters of transmittal and organizational charts have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 7, 2017, on our consideration of the Town of Brookline, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Brookline's internal control over financial reporting and compliance.

Powers + Sullivan, LLC

December 7, 2017

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Brookline, Massachusetts, we offer readers of the Town of Brookline's financial statements this narrative overview and analysis of the financial activities of the Town of Brookline for the year ended June 30, 2017. The Town complies with financial reporting requirements issued by the Governmental Accounting Standards Board (GASB). Management's discussion and analysis are part of these requirements.

The Governmental Accounting Standards Board (GASB) is the authoritative standards setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. The Town of Brookline has received an unmodified opinion on its financial statements.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town of Brookline's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net position* presents information on the Town's assets and deferred outflows of resources, and deferred inflows of resources and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the Town's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, human services, community and economic development, leisure services, and interest. The business-type activities include water, sewer, and golf activities.

The government-wide financial statements include not only the Town of Brookline itself (known as the *primary government*), but also a legally separate public employee retirement system for which the Town of Brookline is financially accountable. Financial information for this *component unit* is reported separately within the fiduciary fund statements.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town of Brookline adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains two types of proprietary funds.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses enterprise funds to account for its water, sewer, and golf activities.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for workers' compensation benefits, unemployment and municipal building insurance. Because these services predominately benefit governmental rather than business-type functions, they have been included within *governmental activities* in the government-wide financial statements.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for propriety funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the progress in funding its obligation to provide postemployment benefits to its employees.

The Town has implemented GASB Statement 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. As a result additional footnote disclosures and required supplementary information was added to the report. See Note 12 for more information.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. As shown below, governmental assets exceeded liabilities by \$9.4 million at the close of 2017.

For the governmental activities, net position of \$194.0 million reflect the Town's investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. \$31.4 million represents resources that are subject to external restrictions on expenditures. The balance of unrestricted net position has a year-end deficit of \$215.9 million which includes a \$65.0 million liability for postemployment benefits, and a \$215.1 million liability related to the net pension liability. Without these liabilities, the Town would have a positive unrestricted net position of \$64.2 million. Please see note 11 for more information on the net pension liability and note 12 for more information on the postemployment benefits liability.

Governmental Activities Net Position

At the end of the current year, the Town is able to report positive balances in two out of three categories of net position. The Town's assets exceeded liabilities by \$9.4 million at the close of 2017.

	2017	2016	2015
	<u>Governmental</u>	<u>Governmental</u>	<u>Governmental</u>
	<u>Activities</u>	<u>Activities</u>	<u>Activities</u>
Assets:			
Current:			
Cash and cash equivalents.....	\$ 97,449,871	\$ 89,870,844	\$ 75,047,219
Investments.....	9,977,001	8,991,455	8,911,284
Receivables, net of allowance for uncollectibles.....	17,218,272	15,415,285	12,090,079
Other current assets.....	134,773	231,084	229,973
Noncurrent assets (excluding capital).....	2,167,000	2,686,000	3,187,000
Capital assets.....	<u>280,419,474</u>	<u>241,110,545</u>	<u>234,909,215</u>
Total assets.....	407,366,391	358,305,213	334,374,770
Deferred Outflows of Resources:			
Deferred outflows of resources related to pensions....	<u>19,906,769</u>	<u>29,960,367</u>	<u>2,359,816</u>
Liabilities:			
Current (excluding debt):			
Warrants payable.....	9,818,614	1,830,899	4,214,950
Tax refunds payable.....	4,274,000	5,331,000	4,490,000
Compensated absences.....	6,181,448	6,438,619	6,470,591
Other current liabilities.....	5,307,115	8,862,758	6,449,905
Noncurrent (excluding debt):			
Landfill closure.....	3,930,000	4,529,000	4,615,000
Compensated absences.....	2,042,161	2,164,479	2,310,927
Postemployment benefits.....	65,040,306	55,737,395	51,254,226
Net pension liability.....	215,110,812	215,832,203	180,510,554
Other noncurrent liabilities.....	3,474,560	2,702,040	2,574,000
Current debt.....	9,535,255	8,158,680	7,376,962
Noncurrent debt.....	<u>93,039,598</u>	<u>64,528,118</u>	<u>53,864,701</u>
Total liabilities.....	417,753,869	376,115,191	324,131,816
Deferred Inflows of Resources:			
Deferred inflows of resources related to pensions....	<u>100,640</u>	<u>-</u>	<u>-</u>
Net Position:			
Net investment in capital assets.....	193,975,583	186,929,190	181,394,282
Restricted.....	31,362,407	29,119,068	26,804,311
Unrestricted.....	<u>(215,919,339)</u>	<u>(203,897,869)</u>	<u>(195,595,823)</u>
Total net position.....	\$ 9,418,651	\$ 12,150,389	\$ 12,602,770

The Town's governmental net position decreased by \$2.7 million 2017. Key elements of the change are as follows:

	2017	2016	2015
	Governmental	Governmental	Governmental
	Activities	Activities	Activities
Program revenues:			
Charges for services.....	\$ 34,681,381	\$ 33,251,912	\$ 29,670,598
Operating grants and contributions.....	48,634,419	42,394,605	35,041,937
Capital grants and contributions.....	6,415,347	2,251,769	1,145,941
General Revenues:			
Real estate and personal property taxes.....	204,533,206	193,853,263	180,532,675
Motor vehicle and other excise taxes.....	6,261,438	6,369,611	6,077,704
Nonrestricted grants and contributions.....	6,257,249	6,205,949	5,742,004
Unrestricted investment income.....	1,099,583	457,978	356,741
Sale of assets.....	9,000	-	-
Other revenues.....	5,883,077	5,299,319	5,588,368
Total revenues.....	313,774,700	290,084,406	264,155,968
Expenses:			
General government.....	23,548,341	24,196,141	20,717,826
Public safety.....	66,872,852	61,171,320	56,202,290
Education.....	180,646,344	161,751,353	141,909,177
Public works.....	27,798,173	25,576,266	26,025,492
Community and economic development.....	1,593,708	1,405,465	1,110,103
Human services.....	5,186,766	5,361,159	6,229,864
Leisure services.....	10,654,805	11,375,140	10,478,515
Interest.....	2,347,336	1,769,183	1,706,870
Total expenses.....	318,648,325	292,606,027	264,380,137
Excess (deficiency) before transfers.....	(4,873,625)	(2,521,621)	(224,169)
Transfers Net.....	2,141,887	2,069,240	2,039,738
Change in net position.....	(2,731,738)	(452,381)	1,815,569
Beginning net position.....	12,150,389	12,602,770	10,787,201
Ending net position.....	\$ 9,418,651	\$ 12,150,389	\$ 12,602,770

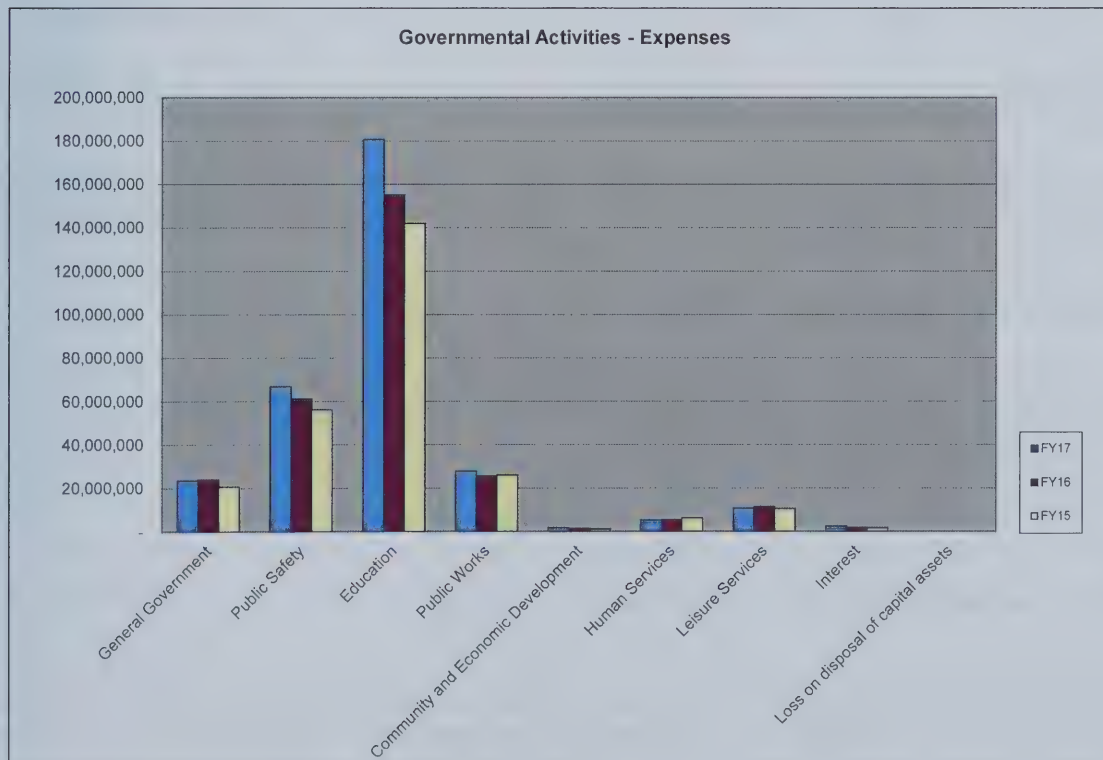
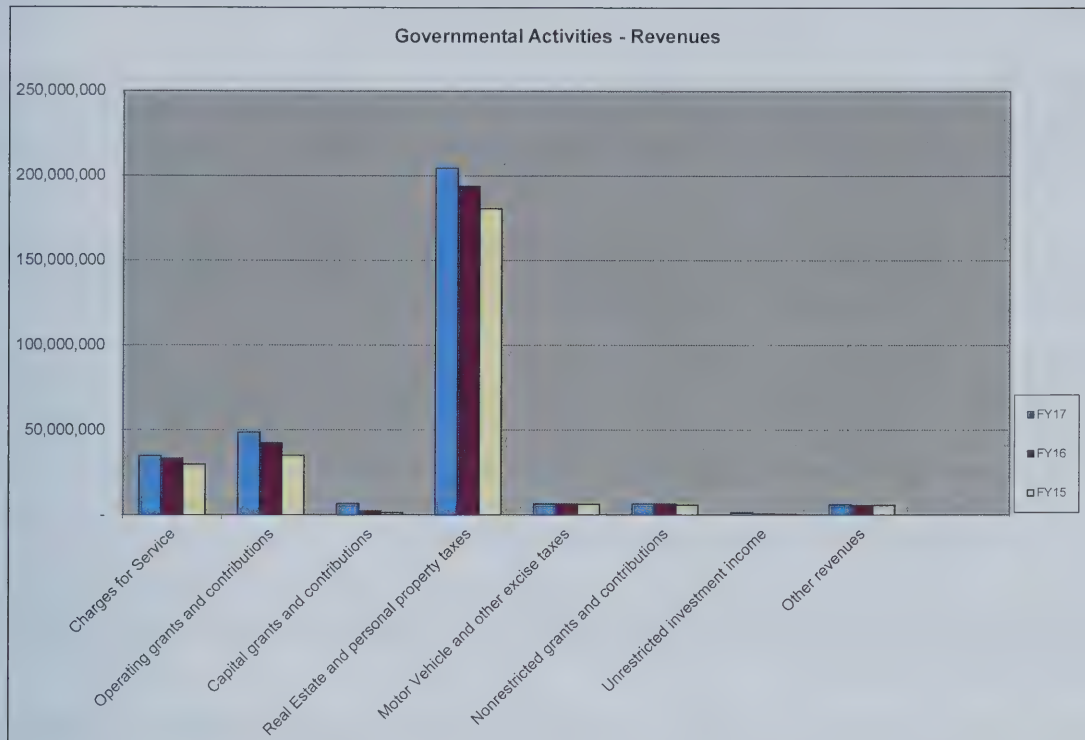
The decrease in net position is due to several factors.

Reducing net position was a \$9.3 million increase in the Postemployment benefits accrual; the fact that depreciation expense exceeded principal payments on long-term debt by \$6.1 million, and a decrease in net deferred outflows/inflows related to pensions of \$10.1 million.

These reductions were offset by capital grants of \$5.5 million related to the MSBA reimbursement of various school construction projects and \$964 thousand related to Chapter 90 grant allocations, a budgetary surplus of \$3.6 million, a decrease in the net pension liability of \$721 thousand related to the implementation of GASB Statement #68, Accounting and Financial Reporting for Pensions, a decrease in the liability for tax refunds payable of \$1.1 million as a result of the various telecom cases being settled, the timing of the receipt of grant revenues versus the expenditure of such funds, as well as the Town's ability to fund approximately \$9.0 million of capital additions from current revenues.

The governmental expenses totaled \$318.6 million of which \$89.7 million (28.2%) was directly supported by program revenues consisting of charges for services, operating grants and contributions and capital grants. General revenues totaled \$224.0 million, primarily coming from property taxes, motor vehicle and other excise, and non-restricted state aid.

The following tables show the functional sources and uses of 2017 revenues and expenses.



Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of *governmental funds* is to provide information on near term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$86.8 million which is comprised of \$33.7 million in the general fund, \$8.7 million in the Devotion School renovation fund, \$11.1 million in the capital articles fund, and \$33.3 million in the nonmajor funds.

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance of the general fund was \$23.4 million, while total fund balance was \$33.7 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 8.7% of total general fund expenditures, while total fund balance represents 12.5% of that same amount. A good range for unassigned fund balance is 5-10% of total general fund expenditures of which the Town consistently falls within.

Fund balance of the General Fund increased by \$4.8 million during 2017. This is primarily due to a budgetary surplus of \$3.6 million and a decrease in the liability for tax refunds payable of \$1.1 million as a result of the various telecom cases being settled.

The Devotion School Renovation Fund is used to account for financial resources for the renovation of the Devotion School building. At the end of the current year, this fund has a fund balance of \$8.7 million. This is primarily the result of the issuance of \$33 million of long-term debt that is in the process of being spent.

The Capital Article Fund is used to account for various revenue financed capital projects. At the end of the current year the fund has a fund balance of \$11.1 million.

The Chapter 90 Highway fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, and sidewalks. The Chapter 90 revenues and expenditures equaled during 2017. As a result the fund has a zero fund balance at year end.

General Fund Budgetary Highlights

There was a \$1.1 million increase between the original and final budget. This change represents appropriation the net increases/decreases to various budgetary line items. The Town has elected to carry forward encumbrances and appropriations totaling \$1.9 million.

Business-type Activities.

Key elements of the business-type activities are as follows:

	2017 Water & Sewer Activities	2016 Water & Sewer Activities	2015 Water & Sewer Activities
Assets:			
Current:			
Cash and short-term investments.....	\$ 8,590,486	\$ 7,251,651	\$ 6,836,986
Receivables, net of allowance for uncollectibles.....	6,528,235	7,127,639	6,466,309
Other current assets.....	15,747	13,988	14,427
Capital assets.....	58,052,053	58,583,581	58,340,309
Total assets.....	73,186,521	72,976,859	71,658,031
Deferred Outflows of Resources:			
Deferred outflows of resources related to pensions....	416,397	627,130	48,436
Liabilities:			
Current liabilities (excluding debt).....	337,892	1,116,036	379,881
Noncurrent liabilities (excluding debt).....	6,272,795	6,197,095	5,352,879
Current debt.....	1,766,644	1,986,697	2,158,259
Noncurrent debt.....	5,346,578	6,113,222	7,099,918
Total liabilities.....	13,723,909	15,413,050	14,990,937
Deferred Inflows of Resources:			
Deferred inflows of resources related to pensions.....	2,105	-	-
Net Position:			
Net investment in capital assets.....	54,650,879	54,197,734	53,485,246
Unrestricted.....	5,226,025	3,993,205	3,230,284
Total net position.....	59,876,904	58,190,939	56,715,530
Program revenues:			
Charges for services.....	28,990,613	28,311,805	27,253,737
Capital grants and contributions.....	-	-	1,035,335
General Revenues:			
Unrestricted investment income.....	5,773	9,195	3,685
Total revenues.....	28,996,386	28,321,000	28,292,757
Expenses:			
Water and sewer.....	25,300,632	24,904,142	24,944,217
Excess (deficiency) before transfers.....	3,695,754	3,416,858	3,348,540
Transfers In/(Out).....	(2,009,789)	(1,941,449)	(1,926,689)
Change in net position.....	1,685,965	1,475,409	1,421,851
Beginning net position.....	58,190,939	56,715,530	55,293,679
Ending net position.....	\$ 59,876,904	\$ 58,190,939	\$ 56,715,530

The water and sewer enterprise net position increased by \$1.7 million during the current year. This was primarily attributable to an increase in the water and sewer usage, the fact that principle payments on long-term debt exceeded depreciation expense by \$242 thousand and the funds ability to increase revenues at a greater percentage than the increase in operating costs.

	<u>2017</u> <u>Golf Course</u> <u>Activities</u>	<u>2016</u> <u>Golf Course</u> <u>Activities</u>	<u>2015</u> <u>Golf Course</u> <u>Activities</u>
Assets:			
Current:			
Cash and short-term investments.....\$	223,556	\$ 426,729	\$ 777,037
Other current assets.....	70,349	69,849	-
Capital assets.....	3,159,457	3,309,885	2,617,627
Total assets.....	3,453,362	3,806,463	3,394,664
Deferred Outflows of Resources:			
Deferred outflows of resources related to pensions....	<u>30,787</u>	<u>45,886</u>	<u>3,633</u>
Liabilities:			
Current liabilities (excluding debt).....	140,650	286,501	136,287
Noncurrent liabilities (excluding debt).....	871,609	913,360	908,888
Current debt.....	110,000	150,000	154,000
Noncurrent debt.....	1,235,000	845,000	995,000
Total liabilities.....	2,357,259	2,194,861	2,194,175
Net Position:			
Net investment in capital assets.....	1,814,301	2,457,376	1,844,120
Unrestricted.....	(687,567)	(1,299,888)	(639,998)
Total net position.....	1,126,734	1,157,488	1,204,122
Program revenues:			
Charges for services.....	1,459,877	1,275,928	1,283,301
General Revenues:			
Unrestricted investment income.....	824	756	15,529
Total revenues.....	1,460,701	1,276,684	1,298,830
Expenses:			
Golf.....	1,359,357	1,195,527	1,177,935
Excess (deficiency) before transfers.....	101,344	81,157	120,895
Transfers In/(Out).....	(132,098)	(127,791)	(113,049)
Change in net position.....	(30,754)	(46,634)	7,846
Beginning net position.....	1,157,488	1,204,122	1,196,276
Ending net position..... \$	\$ 1,126,734	\$ 1,157,488	\$ 1,204,122

The golf enterprise net position decreased by \$31 thousand during the current year. The decrease is primarily the result of an increase in depreciation expense related to ongoing projects at the golf course, and the associated interest expense related to borrowings.

Capital Planning and Budgeting

Capital planning and budgeting is a critical undertaking for any government and is central to the delivery of essential services and the quality of life for residents. In fact, without a sound plan for long-term investment in infrastructure and equipment, the ability of local government to accomplish its goals is greatly hampered. In 1994, as part of the override discussion that year, the Board of Selectmen implemented a Financial Improvement Program. A key area addressed in the Program was capital planning and, since then, the Town has made a significant commitment to its Capital Improvement Program (CIP) to address the backlog of capital needs created by the under-investment in infrastructure during the late-1970's and the 1980's. Over the last 10 years (FY07 -

FY17), the Town has authorized expenditures of \$337 million, for an average of nearly \$31 million per year. Although there continues to be more to do in the areas of street and sidewalk repairs, parks/open space improvements, and school and town facilities upgrades, the commitment to capital improvements is showing positive results.

Each year's CIP takes into account a projected six-year view. The FY 2018 – FY 2023 CIP continued the Town's aggressive approach toward maintaining and improving the Town's physical assets. Developed within the parameters of the Board of Selectmen's CIP Policies, the CIP incorporated a number of major projects along with a financing plan that includes outside funding sources and grant opportunities. It also continued to fund school projects related to the enrollment surge of the past few years.

In addition to the 6% financing called for in the CIP Policy, Free Cash and State/Federal grants are other key components of the overall financing strategy of the CIP. The Town's Free Cash Policy dedicates this revenue source to the CIP after funding various strategic reserves / protecting fund balance levels so that total CIP funding is equal to 7.5% of the prior year's net revenue. This important funding source allows for the expansion of the pay-as-you-go component of the CIP. Without Free Cash, the Town would be unable to fund many of the projects being recommended. The Town's certified Free Cash for the fiscal year ending June 30, 2016 was \$10.8 million. After funding strategic reserves to the levels called for in the Town's Reserve policies, and after leaving \$2.5 million un-appropriated to address an unreserved fund balance issue, \$6.1 million of additional pay-as-you-go capacity was made available to the CIP for FY 2018. For the out-years of the CIP, approximately \$4.4 million is estimated for Free Cash, which yields between \$3.5 - \$3.9 million per year for the CIP.

State/Federal grants total \$8.6 million over the six-year period. Another key CIP financing policy is that the Water and Sewer Enterprise Fund and the Golf Course Enterprise Fund cover 100% of their debt service. When additional capital work to the water and sewer infrastructure or to the golf course is requested, the impact debt service has on those enterprise funds is taken into consideration. Since they are both 100% cost recovery funds, any growth in debt service may well necessitate increases in fees. Therefore, the decision to authorize additional debt is made carefully.

Each year, many challenges present themselves when putting together a balanced CIP that addresses the priorities of the community while staying within CIP financing policies. This year has again been difficult. The financial pressure exerted by the school overcrowding issue and other new, legitimate demands, coupled with maintaining other projects that are priorities of the Town, presents a number of challenges. Our K-12 student population has grown by 28.6% since FY 2006 from 5,766 students to 7,412. The District's K-8 enrollment increased by 40.3% during the last 10 years, growing by 1,570 students. To put this growth in context, it is equivalent to adding the combined student population of the Pierce and Baker Schools into our existing eight buildings since 2006. In just the past five years, K-8 enrollment has actually accelerated, and we have added 814 students since 2010.

While the increase in size of Brookline's kindergarten enrollment has driven the growth, these larger elementary grades will soon begin to enter the high school. Brookline High School has grown 4.1% in the last ten years, with a five-year growth of 12.7%. In the past five years, student enrollment at the high school has increased from 1,726 students to 1,946. Currently, grades Kindergarten through 4th average 651 students this year, while grades 8-12 are still averaging only 490 students. We project that there will be more than 2,400 students attending Brookline High School in grades 9-12 by the school year 2020-2021. This CIP continues to address the overcrowding issue in a comprehensive manner:

- Classroom Capacity – in both FY08 and FY10, Town Meeting appropriated \$400,000 to address space needs, followed by \$530,000 in FY11 and \$1.75 million in FY's 13-15. The CIP includes an additional \$8.6 million over the course of the six years, with \$2.25 million coming in FY16. The Classroom Capacity item in FY 2017 covers the leases at the temples, 62 Harvard, 24 Webster Place and the Baker modules

(\$992K) with very limited funding to modify smaller spaces in existing buildings (\$46K). The FY2018 – 2023 budgets assume continuation of those lease arrangements.

- **Building Projects** - To address Brookline's ongoing enrollment growth and space capacity issues, the School Committee, Board of Selectmen, Building Department staff, and School Department staff continue to work on three important capital improvement projects: construction of a 9th elementary school, the renovation and expansion of Brookline High School, and the rebuilding of the Devotion School. The School Committee, the Board of Selectmen, and the Advisory Committee all voted unanimously to proceed with the process for the 9th Elementary School and Brookline High School renovation and expansion without submitting a Statement of Interest to the Massachusetts School Building Authority to allow for more flexibility in the design processes and to meet the timelines for the projects. Any amount above \$35.1 million identified as the capacity available in the CIP to fund these projects will have to be funded via a Debt Exclusion Override.

All of this is being addressed while at the same time continuing to address on-going infrastructure improvements including streets, sidewalks, parks/playgrounds, and water/sewer systems. The core of any CIP should be the repair of and improvement to a community's infrastructure and that is the case with this CIP. Governmental jurisdictions across the country continue to struggle with the issue of funding infrastructure needs, especially in these economic and budgetary times. Fortunately, Brookline's CIP policies (dedicated CIP funding) and taxpayer support (debt exclusions for Schools and an Override that included infrastructure needs) have allowed the community to fund these needs far more adequately than would otherwise be the case.

The following schedule reflects the CIP expenditure activity for fiscal 2017, together with outstanding encumbrances and available budget balances, for both Debt and Revenue Funded Capital Projects:

	All Capital Improvement Projects			Revenue Financed Projects			Debt Financed Projects		
	Expended in Fiscal 2017	Encumbrances	Available Budget	Expended in Fiscal 2017	Encumbrances	Available Budget	Expended in Fiscal 2017	Encumbrances	Available Budget
General Government Capital Equipment/Planning	431,540	-	-	431,540	244,890	192,415	-	-	-
Building Projects	41,559,680	-	-	3,616,110	764,336	2,050,025	37,943,570	66,710,497	16,994,899
Public Safety Projects	1,617,375	885,843	4,000,564	1,196,371	-	7,411	421,004	885,843	3,993,153
DPW Projects	4,598,208	-	-	3,549,546	3,193,951	4,542,708	1,048,662	879,959	10,371,434
Recreation Projects	276,943	-	-	276,943	351,409	26,453	-	-	-
Library Projects	160,587	23,666	59,134	160,587	23,666	59,134	-	-	-
DPW Enterprise Related Projects	1,717,891	362,027	1,334,857	-	-	-	1,717,891	362,027	1,334,857
Golf Enterprise Projects	142,490	-	765,000	-	-	-	142,490	-	765,000
GRAND TOTAL	50,504,714	73,416,578	40,337,489	9,231,097	4,578,251	6,878,146	41,273,617	68,838,327	33,459,343

Capital Asset and Debt Administration

Capital Assets. The Town of Brookline's investment in capital assets for its governmental and business type activities as of June 30, 2017, amount to \$341.6 million (net of depreciation). This investment in capital assets includes land, buildings, improvements to land and buildings, machinery and equipment, vehicles, roads, sidewalks, bridges and water and sewer lines.

The net increase in the Town of Brookline's investment in capital assets for the current year was \$38.6 million, including a \$39.3 million increase for governmental activities and a \$682 thousand decrease for business-type activities.

As noted in the table above the Town's major capital projects relate to school renovations and various infrastructure projects.

Major Capital asset additions during the current year included the following:

- ❖ Approximately \$38.1 million was capitalized for the planning and construction of the Devotion School.
- ❖ Approximately \$4.1 million was spent on roads, sidewalks, wastewater, and other related infrastructure.
- ❖ Approximately \$2.7 million was spent on machinery and equipment.
- ❖ Approximately \$13.5 million related to various building improvements and renovations.
- ❖ Approximately \$131 thousand was spent on golf course improvements.

Please see Note 4 for further capital asset information.

Town of Brookline's Capital Assets (Net of Depreciation)						
	Governmental Activities		Business –Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Land	874,873	874,873	-	-	874,873	874,873
Construction in Progress	43,172,241	9,025,734	-	-	43,172,241	9,025,734
Land Improvements	19,691,018	18,730,847	2,016,976	2,089,524	21,707,994	20,820,371
Buildings	178,139,460	175,525,354	2,620,684	2,773,187	180,760,144	178,298,541
Machinery and Equipment	11,385,393	10,940,542	797,432	764,803	12,182,825	11,705,345
Infrastructure	27,156,489	26,013,195	55,776,418	56,265,952	82,932,907	82,279,147
Total	280,419,474	241,110,545	61,211,510	61,893,466	341,630,984	303,004,011

Long-term Debt. At the end of the current year, the Town of Brookline had total bonded debt outstanding of \$111.0 million of which \$102.5 is governmental debt and \$8.5 is business-type debt. This entire amount is classified as outstanding long-term debt. During 2017, the Town retired \$7.8 million of governmental long-term debt and \$2.1 million of business-type long-term debt. The Town issued \$35.4 million of governmental and \$1.5 million of business-type debt net of capitalized bond premiums.

Please see notes 6 and 7 for further debt information.

In 2005, the Commonwealth enacted legislation that changed the method for funding the school building assistance program. Under this program, the assistance is paid to support construction costs and reduce the total debt service of the Town. The Town has been approved for a project at the Devotion School under this program. Through the end of FY2017, the Town has recorded capital grant revenue totaling approximately \$7.2 million, from the MSBA which is equal to 38.3% of approved construction costs incurred to date. The Town received reimbursements related to the Devotion School for approximately \$5.1 in 2017 and recorded a receivable of \$1.1 million.

Cash and Investments

At June 30, 2017, the Town had recorded a Cash and Investments balance of \$155,154,302. Additional adjustments for accounts not maintained by the Treasurer, but included in overall financial statement cash, were Library Cash of \$121,800; Investment accounts maintained by the Trustees of the Brookline Public Library of \$5,296,286; and Cash and Investment accounts maintained by the Brookline Retirement System of \$6,409,339 and \$267,380,583 respectively. This resulted in total Cash and Investments of \$434,362,310 as reflected in the basic financial statements.

Requests for Information

This financial report is designed to provide a general overview of the Town of Brookline's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Comptroller at Brookline Town Hall, 333 Washington Street, Brookline, Massachusetts 02146.

You are also invited to visit our website at <http://www.brooklinema.gov> .

Basic Financial Statements

STATEMENT OF NET POSITION

JUNE 30, 2017

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 97,449,871	\$ 8,814,042	\$ 106,263,913
Investments.....	9,977,001	-	9,977,001
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	3,851,076	-	3,851,076
Tax liens.....	1,824,845	-	1,824,845
Motor vehicle excise taxes.....	135,508	-	135,508
User fees.....	111,845	-	111,845
Water and sewer fees.....	-	6,528,235	6,528,235
Departmental and other.....	4,313,334	-	4,313,334
Intergovernmental.....	6,974,247	-	6,974,247
Loans.....	7,417	-	7,417
Internal balances.....	50,000	(50,000)	-
Other assets.....	84,773	86,096	170,869
NONCURRENT:			
Receivables, net of allowance for uncollectibles:			
Intergovernmental.....	1,692,000	-	1,692,000
Internal balances.....	475,000	(475,000)	-
Capital assets, nondepreciable.....	44,047,114	-	44,047,114
Capital assets, net of accumulated depreciation.....	236,372,360	61,211,510	297,583,870
TOTAL ASSETS.....	407,366,391	76,114,883	483,481,274
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows of resources related to pensions.....	19,906,769	447,184	20,353,953
LIABILITIES			
CURRENT:			
Warrants payable.....	9,818,614	44,067	9,862,681
Accrued liabilities.....	60,194	-	60,194
Accrued payroll.....	2,044,239	-	2,044,239
Tax refunds payable.....	4,274,000	-	4,274,000
Accrued interest.....	983,712	74,852	1,058,564
Abandoned property.....	182,065	-	182,065
Other liabilities.....	729,387	17,678	747,065
Unearned revenue.....	706,033	-	706,033
Liabilities due depositors.....	2,045	-	2,045
Landfill closure.....	170,000	-	170,000
Compensated absences.....	6,181,448	291,945	6,473,393
Workers' compensation.....	429,440	-	429,440
Bonds payable.....	9,535,255	1,876,644	11,411,899
NONCURRENT:			
Landfill closure.....	3,930,000	-	3,930,000
Compensated absences.....	2,042,161	92,257	2,134,418
Workers' compensation.....	3,474,560	-	3,474,560
Postemployment benefits.....	65,040,306	1,744,922	66,785,228
Net pension liability.....	215,110,812	4,832,225	219,943,037
Bonds payable.....	93,039,598	6,581,578	99,621,176
TOTAL LIABILITIES.....	417,753,869	15,556,168	433,310,037
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources related to pensions.....	100,640	2,261	102,901
NET POSITION			
Net investment in capital assets.....	193,975,583	56,467,441	250,443,024
Restricted for:			
Loans.....	7,417	-	7,417
Permanent funds:			
Expendable.....	6,248,279	-	6,248,279
Nonexpendable.....	1,760,009	-	1,760,009
Other purposes.....	23,346,702	-	23,346,702
Unrestricted.....	(215,919,339)	4,536,197	(211,383,142)
TOTAL NET POSITION.....	\$ 9,418,651	\$ 61,003,638	\$ 70,422,289

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2017

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
General government.....	\$ 23,548,341	\$ 7,727,461	\$ 768,821	\$ -	\$ (15,052,059)
Public safety.....	66,872,852	10,246,490	607,038	-	(56,019,324)
Education.....	180,646,344	9,284,678	44,678,311	5,451,722	(121,231,633)
Public works.....	27,798,173	3,931,763	103,777	963,625	(22,799,008)
Community and economic development.....	1,593,708	-	1,565,190	-	(28,518)
Human services.....	5,186,766	7,406	597,215	-	(4,582,145)
Leisure services.....	10,654,805	3,483,583	193,209	-	(6,978,013)
Interest.....	2,347,336	-	120,858	-	(2,226,478)
Total Governmental Activities.....	318,648,325	34,681,381	48,634,419	6,415,347	(228,917,178)
Business-Type Activities:					
Golf.....	1,359,357	1,459,877	-	-	100,520
Water and sewer.....	25,300,632	28,990,613	-	-	3,689,981
Total Business-Type Activities.....	26,659,989	30,450,490	-	-	3,790,501
Total Primary Government.....	\$ 345,308,314	\$ 65,131,871	\$ 48,634,419	\$ 6,415,347	\$ (225,126,677)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

YEAR ENDED JUNE 30, 2017

	Primary Government		
	Governmental	Business-type Activities	Total
Changes in net position:			
Net (expense) revenue from previous page.....	\$ <u>(228,917,178)</u>	\$ <u>3,790,501</u>	\$ <u>(225,126,677)</u>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	204,533,206	-	204,533,206
Motor vehicle and other excise taxes.....	6,261,438	-	6,261,438
Hotel/motel tax.....	1,755,279	-	1,755,279
Local meals tax.....	1,149,091	-	1,149,091
Penalties and interest on taxes.....	622,376	-	622,376
Payments in lieu of taxes.....	1,407,085	-	1,407,085
Grants and contributions not restricted to specific programs.....	6,257,249	-	6,257,249
Unrestricted investment income.....	1,099,583	6,597	1,106,180
Gain (loss) on disposal of assets.....	9,000	-	9,000
Miscellaneous.....	949,246	-	949,246
<i>Transfers, net</i>	<u>2,141,887</u>	<u>(2,141,887)</u>	<u>-</u>
Total general revenues and transfers.....	<u>226,185,440</u>	<u>(2,135,290)</u>	<u>224,050,150</u>
Change in net position.....	(2,731,738)	1,655,211	(1,076,527)
<i>Net Position:</i>			
Beginning of year.....	<u>12,150,389</u>	<u>59,348,427</u>	<u>71,498,816</u>
End of year.....	\$ <u><u>9,418,651</u></u>	\$ <u><u>61,003,638</u></u>	\$ <u><u>70,422,289</u></u>

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2017

	General	Devotion School Renovation	Capital Article Fund	Chapter 90 Highway Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents.....	\$ 41,462,334	\$ 15,295,720	\$ 11,408,094	\$ -	\$ 23,485,763	\$ 91,651,911
Investments.....	-	-	-	-	9,977,001	9,977,001
Receivables, net of uncollectibles:						
Real estate and personal property taxes.....	3,851,076	-	-	-	-	3,851,076
Tax liens.....	1,824,845	-	-	-	-	1,824,845
Motor vehicle excise taxes.....	135,508	-	-	-	-	135,508
User fees.....	111,845	-	-	-	-	111,845
Departmental and other.....	4,188,752	-	-	-	124,582	4,313,334
Intergovernmental.....	2,161,000	1,119,720	-	3,483,550	1,901,977	8,666,247
Loans.....	-	-	-	-	7,417	7,417
Due from other funds.....	525,000	254,914	-	-	-	779,914
Other assets.....	77,510	-	-	-	7,263	84,773
TOTAL ASSETS.....	\$ 54,337,870	\$ 16,670,354	\$ 11,408,094	\$ 3,483,550	\$ 35,504,003	\$ 121,403,871
LIABILITIES						
Warrants payable.....	\$ 1,241,473	\$ 8,015,596	\$ 292,564	\$ 1,800	\$ 254,114	\$ 9,805,547
Accrued liabilities.....	23,838	-	-	11,140	25,216	60,194
Accrued payroll.....	2,044,004	-	-	-	235	2,044,239
Tax refunds payable.....	4,274,000	-	-	-	-	4,274,000
Liabilities due depositors.....	2,045	-	-	-	-	2,045
Abandoned property.....	182,065	-	-	-	-	182,065
Other liabilities.....	729,387	-	-	-	-	729,387
Due to other funds.....	-	-	-	254,914	-	254,914
Unearned revenue.....	313,227	-	-	-	392,806	706,033
TOTAL LIABILITIES.....	8,810,039	8,015,596	292,564	267,854	672,371	18,058,424
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue.....	11,835,387	-	-	3,215,696	1,535,052	16,586,135
FUND BALANCES						
Nonspendable.....	-	-	-	-	1,760,009	1,760,009
Restricted.....	-	-	-	-	24,846,733	24,846,733
Committed.....	-	8,654,758	11,115,530	-	6,689,838	26,460,126
Assigned.....	10,303,397	-	-	-	-	10,303,397
Unassigned.....	23,389,047	-	-	-	-	23,389,047
TOTAL FUND BALANCES.....	33,692,444	8,654,758	11,115,530	-	33,296,580	86,759,312
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 54,337,870	\$ 16,670,354	\$ 11,408,094	\$ 3,483,550	\$ 35,504,003	\$ 121,403,871

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

YEAR ENDED JUNE 30, 2017

Total governmental fund balances.....	\$ 86,759,312
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	280,419,474
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	16,586,135
Certain changes in the net pension liability are required to be included in pension expense over future periods. These changes are reported as deferred outflows of resources or (deferred inflows of resources) related to pensions.....	19,806,129
Internal service funds are used by management to account for liability, health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	1,880,893
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(983,712)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.	
Bonds payable.....	(97,842,499)
Landfill closure.....	(4,100,000)
Unamortized premium on bonds payable.....	(4,732,354)
Postemployment benefits.....	(65,040,306)
Net pension liability.....	(215,110,812)
Compensated absences.....	(8,223,609)
Net effect of reporting long-term liabilities.....	(395,049,580)
Net position of governmental activities.....	<u>\$ 9,418,651</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2017

	General	Devotion School Renovation	Capital Article Fund	Chapter 90 Highway Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....	\$ 204,024,859	\$ -	\$ -	\$ -	\$ -	\$ 204,024,859
Motor vehicle and other excise taxes.....	6,211,079	-	-	-	-	6,211,079
Hotel/motel tax.....	1,755,279	-	-	-	-	1,755,279
Local meals tax.....	1,149,091	-	-	-	-	1,149,091
Charges for services.....	5,798,314	-	-	-	-	5,798,314
Penalties and interest on taxes.....	632,437	-	-	-	-	632,437
Payments in lieu of taxes.....	1,407,085	-	-	-	-	1,407,085
Licenses and permits.....	5,769,895	-	-	-	-	5,769,895
Fines and forfeitures.....	3,946,124	-	-	-	-	3,946,124
Intergovernmental.....	44,123,565	5,466,823	-	1,206,038	9,450,147	60,246,573
Departmental and other.....	1,689,952	-	-	-	17,980,627	19,670,579
Contributions.....	-	-	-	-	1,328,619	1,328,619
Investment income.....	361,020	-	-	-	693,098	1,054,118
TOTAL REVENUES.....	276,868,700	5,466,823	-	1,206,038	29,452,491	312,994,052
EXPENDITURES:						
Current:						
General government.....	9,733,531	1 -	1,288,768	-	2,499,431	13,521,730
Public safety.....	38,865,567	-	1,534,273	-	986,296	41,386,136
Education.....	101,346,298	38,062,018	2,653,064	-	16,400,627	158,462,007
Public works.....	15,289,977	-	3,144,056	1,206,038	2,249,691	21,889,762
Community and economic development.....	-	-	-	-	1,593,708	1,593,708
Human services.....	2,644,489	-	39,152	-	429,369	3,113,010
Leisure services.....	5,079,975	-	328,398	-	4,513,671	9,922,044
Pension benefits.....	44,222,540	-	-	-	-	44,222,540
Fringe benefits.....	36,064,566	-	-	-	-	36,064,566
State and county charges.....	6,423,594	-	-	-	-	6,423,594
Debt service:						
Principal.....	7,835,000	-	-	-	-	7,835,000
Interest.....	2,373,233	-	-	-	-	2,373,233
TOTAL EXPENDITURES.....	269,878,770	38,062,018	8,987,711	1,206,038	28,672,793	346,807,330
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	6,989,930	(32,595,195)	(8,987,711)	-	779,698	(33,813,278)
OTHER FINANCING SOURCES (USES):						
Proceeds from bonds.....	-	33,000,000	-	-	2,425,000	35,425,000
Premium from issuance of bonds, net of expenditures.....	-	-	-	-	2,621,736	2,621,736
Sale of assets.....	9,000	-	-	-	-	9,000
Transfers in.....	7,751,791	-	9,744,764	-	158,539	17,655,094
Transfers out.....	(9,903,303)	-	(9,004)	-	(5,600,900)	(15,513,207)
TOTAL OTHER FINANCING SOURCES (USES).....	(2,142,512)	33,000,000	9,735,760	-	(395,625)	40,197,623
NET CHANGE IN FUND BALANCES.....	4,847,418	404,805	748,049	-	384,073	6,384,345
FUND BALANCES AT BEGINNING OF YEAR.....	28,845,026	8,249,953	10,367,481	-	32,912,507	80,374,967
FUND BALANCES AT END OF YEAR.....	\$ 33,692,444	\$ 8,654,758	\$ 11,115,530	\$ -	\$ 33,296,580	\$ 86,759,312

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2017

Net change in fund balances - total governmental funds.....	\$	6,384,345
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay.....	53,194,162	
Depreciation expense.....	<u>(13,885,233)</u>	
Net effect of reporting capital assets.....		39,308,929

Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred inflows of resources.....

726,184

The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Proceeds from bonds.....	(35,425,000)	
Amortization of bond premiums.....	323,681	
Debt service principal payments.....	<u>7,835,000</u>	
Net effect of reporting long-term debt.....		(27,266,319)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Net change in compensated absences accrual.....	379,489	
Net change in accrued interest on long-term debt.....	(297,784)	
Net change in postemployment benefit accrual.....	(9,302,911)	
Net change in landfill accrual.....	619,000	
Net change in deferred outflow/(inflow) of resources related to pensions.....	(10,154,238)	
Net change in un-amortized bond premiums.....	(2,621,736)	
Net change in net pension liability.....	<u>721,391</u>	
Net effect of recording long-term liabilities.....		(20,656,789)

Internal service funds are used by management to account for health insurance and workers' compensation activities.

The net activity of internal service funds is reported with Governmental Activities.....		<u>(1,228,088)</u>
Change in net position of governmental activities.....	\$	<u>(2,731,738)</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2017

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
ASSETS				
CURRENT:				
Cash and cash equivalents.....	\$ 8,590,486	\$ 223,556	\$ 8,814,042	\$ 5,797,960
Restricted cash and short-term investments.....			-	-
Receivables, net of allowance for uncollectibles:				
Water and sewer fees.....	6,528,235	-	6,528,235	-
Other assets.....	15,747	70,349	86,096	-
Total current assets.....	15,134,468	293,905	15,428,373	5,797,960
NONCURRENT:				
Capital assets, net of accumulated depreciation.....	58,052,053	3,159,457	61,211,510	-
TOTAL ASSETS.....	73,186,521	3,453,362	76,639,883	5,797,960
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows of resources related to pensions.....	416,397	30,787	447,184	-
LIABILITIES				
CURRENT:				
Warrants payable.....	17,045	27,022	44,067	13,067
Accrued interest.....	61,884	12,968	74,852	-
Due to other funds.....	-	50,000	50,000	-
Other liabilities.....	-	17,678	17,678	-
Compensated absences.....	258,963	32,982	291,945	-
Workers' compensation.....	-	-	-	429,440
Bonds payable.....	1,766,644	110,000	1,876,644	-
Total current liabilities.....	2,104,536	250,650	2,355,186	442,507
NONCURRENT:				
Due to other funds.....	-	475,000	475,000	-
Compensated absences.....	81,007	11,250	92,257	-
Workers' compensation.....	-	-	-	3,474,560
Postemployment benefits.....	1,692,240	52,682	1,744,922	-
Net pension liability.....	4,499,548	332,677	4,832,225	-
Bonds payable.....	5,346,578	1,235,000	6,581,578	-
Total noncurrent liabilities.....	11,619,373	2,106,609	13,725,982	3,474,560
TOTAL LIABILITIES.....	13,723,909	2,357,259	16,081,168	3,917,067
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows of resources related to pensions.....	2,105	156	2,261	-
NET POSITION				
Net investment in capital assets.....	54,650,879	1,814,301	56,465,180	-
Unrestricted.....	5,226,025	(687,567)	4,538,458	1,880,893
TOTAL NET POSITION.....	\$ 59,876,904	\$ 1,126,734	\$ 61,003,638	\$ 1,880,893

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2017

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
OPERATING REVENUES:				
Charges for services	\$ 28,990,613	\$ 1,459,877	\$ 30,450,490	\$ -
Employer contributions	-	-	-	2,152,030
TOTAL OPERATING REVENUES	28,990,613	1,459,877	30,450,490	2,427,635
OPERATING EXPENSES:				
Cost of services and administration	23,318,996	1,039,108	24,358,104	-
Depreciation.....	1,740,726	281,875	2,022,601	-
Employee benefits	-	-	-	3,701,188
TOTAL OPERATING EXPENSES	25,059,722	1,320,983	26,380,705	3,701,188
OPERATING INCOME (LOSS).....	3,930,891	138,894	4,069,785	(1,273,553)
NONOPERATING REVENUES (EXPENSES):				
Investment income.....	5,773	824	6,597	45,465
Interest expense.....	(240,910)	(38,374)	(279,284)	-
TOTAL NONOPERATING REVENUES (EXPENSES), NET.....	(235,137)	(37,550)	(272,687)	45,465
INCOME (LOSS) BEFORE TRANSFERS.....	3,695,754	101,344	3,797,098	(1,228,088)
TRANSFERS:				
Transfers out.....	(2,009,789)	(132,098)	(2,141,887)	-
CHANGE IN NET POSITION.....	1,685,965	(30,754)	1,655,211	(1,228,088)
NET POSITION AT BEGINNING OF YEAR.....	58,190,939	1,157,488	59,348,427	3,108,981
NET POSITION AT END OF YEAR.....	\$ 59,876,904	\$ 1,126,734	\$ 61,003,638	\$ 1,880,893

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2017

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>				
Receipts from customers and users.....	\$ 29,590,017	\$ 1,459,877	\$ 31,049,894	\$ -
Receipts from interfund services provided.....	-	-	-	2,427,635
Payments to vendors.....	(20,647,951)	(731,240)	(21,379,191)	(2,729,120)
Payments to employees.....	(2,436,254)	(485,614)	(2,921,868)	-
NET CASH FROM OPERATING ACTIVITIES.....	6,505,812	243,023	6,748,835	(301,485)
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>				
Transfers out.....	(2,009,789)	(132,098)	(2,141,887)	-
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>				
Proceeds from the issuance of bonds and notes.....	1,000,000	500,000	1,500,000	-
Acquisition and construction of capital assets.....	(1,934,690)	(131,447)	(2,066,137)	-
Principal payments on bonds and notes.....	(1,982,960)	(650,000)	(2,632,960)	-
Interest expense.....	(245,311)	(33,475)	(278,786)	-
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(3,162,961)	(314,922)	(3,477,883)	-
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>				
Investment income.....	5,773	824	6,597	45,465
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	1,338,835	(203,173)	1,135,662	(256,020)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	7,251,651	426,729	7,678,380	6,053,980
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 8,590,486	\$ 223,556	\$ 8,814,042	\$ 5,797,960
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>				
Operating income (loss).....	\$ 3,930,891	\$ 138,894	\$ 4,069,785	\$ (1,273,553)
Adjustments to reconcile operating income (loss) to net cash from operating activities:				
Depreciation.....	1,740,726	281,875	2,022,601	-
Deferred outflows (inflows) related to pensions.....	212,838	15,255	228,093	-
Changes in assets and liabilities:				
Charges for services receivable.....	599,404	-	599,404	-
Due to other funds.....	-	(50,000)	(50,000)	-
Other assets.....	(1,759)	(500)	(2,259)	-
Warrants payable.....	(14,505)	(132,206)	(146,711)	5,068
Postemployment benefits.....	99,435	6,130	105,565	-
Accrued liabilities.....	(13,290)	-	(13,290)	-
Net pension liability.....	(18,252)	2,119	(16,133)	-
Other liabilities.....	-	3,516	3,516	-
Accrued compensated absences.....	(29,676)	(22,060)	(51,736)	-
Workers' compensation.....	-	-	-	967,000
Total adjustments.....	2,574,921	104,129	2,679,050	972,068
NET CASH FROM OPERATING ACTIVITIES.....	\$ 6,505,812	\$ 243,023	\$ 6,748,835	\$ (301,485)

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2017

	Pension Trust Fund (as of December 31, 2016)	Other Postemployment Benefits Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS				
CURRENT:				
Cash and cash equivalents.....	\$ 6,409,339	\$ 360,207	\$ 2,410,116	\$ -
Investments.....	267,380,583	37,344,049	4,217,102	-
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	109,637	-	-	808,696
Due from other funds.....	-	-	217,932	-
TOTAL ASSETS.....	273,899,559	37,704,256	6,845,150	808,696
LIABILITIES				
Warrants payable.....	10,508	-	-	17,089
Accrued liabilities.....	-	-	423,225	-
Other liabilities.....	-	-	-	573,675
Due to other funds.....	-	-	-	217,932
TOTAL LIABILITIES.....	10,508	-	423,225	808,696
NET POSITION				
Held in trust for pension benefits, OPEB, and other purposes..	\$ <u>273,889,051</u>	\$ <u>37,704,256</u>	\$ <u>6,421,925</u>	\$ <u>-</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2017

	Pension Trust Fund (as of December 31, 2016)	Other Postemployment Benefits Trust Fund	Private Purpose Trust Funds
ADDITIONS:			
Contributions:			
Employer contributions to the trust.....	\$ 20,290,863	\$ 3,774,837	\$ -
Employer contributions to pay benefit payments.....	-	11,482,522	-
Employee.....	6,514,452	-	-
Private donations.....	-	-	146,519
Total contributions.....	<u>26,805,315</u>	<u>15,257,359</u>	<u>146,519</u>
Net investment income (loss):			
Net change in fair value of investments.....	21,638,071	-	-
Investment income (loss).....	<u>220,808</u>	<u>3,931,640</u>	<u>600,408</u>
Total investment income (loss).....	21,858,879	3,931,640	600,408
Less: investment expense.....	<u>(1,439,980)</u>	-	-
Net investment income (loss).....	<u>20,418,899</u>	<u>3,931,640</u>	<u>600,408</u>
Intergovernmental.....	<u>455,704</u>	-	-
Transfers from other systems.....	<u>1,065,150</u>	-	-
TOTAL ADDITIONS.....	<u>48,745,068</u>	<u>19,188,999</u>	<u>746,927</u>
DEDUCTIONS:			
Administration.....	475,767	18,611	-
Transfers to other systems.....	1,529,097	-	-
Retirement benefits and refunds.....	29,374,568	-	-
Benefit payments.....	-	11,482,522	-
Educational scholarships.....	<u>-</u>	<u>-</u>	<u>276,674</u>
TOTAL DEDUCTIONS.....	<u>31,379,432</u>	<u>11,501,133</u>	<u>276,674</u>
CHANGE IN NET POSITION.....	17,365,636	7,687,866	470,253
NET POSITION AT BEGINNING OF YEAR.....	<u>256,523,415</u>	<u>30,016,390</u>	<u>5,951,672</u>
NET POSITION AT END OF YEAR.....	<u>\$ 273,889,051</u>	<u>\$ 37,704,256</u>	<u>\$ 6,421,925</u>

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Brookline, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town was founded in 1630 as a part of Boston and was incorporated in 1705 under the Statutes of the Commonwealth of Massachusetts. The Town operates under a representative Town Meeting form of government and provides the following services to the residents of its community: administrative, public safety, public works, education, community development, water and sewer, health and human services, elder and leisure services.

The Town of Brookline is a municipal corporation that is governed by an elected Board of Selectmen.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units.

Component Unit Presented as a Fiduciary Fund – The following component unit is presented as a Fiduciary Fund of the primary government due to the nature and significance of relationship between the Town and the component unit.

The Brookline Contributory Retirement System (System) was established to provide retirement benefits to Town employees, the Brookline Housing Authority employees, and their beneficiaries. The System is governed by a five-member board comprised of the Town Comptroller (ex-officio), an appointee of the Board of Selectmen, two members elected by the Retirement System's participants, and one member appointed by the other four Board members. The Retirement System is presented using the accrual basis of accounting and is reported as the Pension Trust Fund in the fiduciary fund financial statements.

Availability of Financial Information for Component Units

The Retirement System is audited as part of the Town's financial statement audit. More information regarding the Retirement System may be obtained by contacting the Retirement System located at 11 Pierce Street, Brookline, MA 02445.

Joint Ventures – The Town is a member of the Massachusetts Water Resources Authority (MWRA), a joint venture with other Massachusetts governmental entities that was organized to provide water and sewer services to the respective members' Cities, Towns, and Districts. Complete financial statements for the MWRA can be obtained directly from their administrative office located at 100 First Avenue, Building 39, Boston, Massachusetts 02129.

The Town is also a member of the Massachusetts Bay Transportation Authority (MBTA), a joint venture with other Massachusetts governmental entities that was organized to provide public transportation services to the respective members' Cities, Towns, and Districts. Complete financial statements for the MBTA can be obtained directly from their administrative office located at 10 Park Plaza, Boston, Massachusetts 02116.

B. Government-Wide and Fund Financial Statements*Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets and deferred outflows of resources, liabilities and deferred inflows of resources, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, and claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days of year end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *Devotion School renovation fund* is used to account for financial resources for the renovation of the Devotion School building.

The *capital article fund* is used to account for revenue financed capital projects.

The *chapter 90 highway fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, and sidewalks.

The nonmajor governmental funds consist of other special revenue, capital projects, and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary funds are reported:

The *water & sewer enterprise fund* is used to account for the water and sewer activities.

The *golf enterprise fund* is used to account for the Town's golf course activities.

Additionally, the following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. This fund is used to account for risk financing activities related to workers' compensation, unemployment and municipal building insurance.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *pension trust fund* is used to account for the activities of the Retirement System, which accumulates resources to provide pension benefits to eligible retirees and their beneficiaries.

The *other postemployment benefits trust fund* is used to accumulate assets which will be used to offset future postemployment benefit costs.

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *agency fund* is used to account for assets held in a purely custodial capacity.

Government-Wide and Fund Financial Statements

For the government-wide financial statements, and proprietary and fiduciary fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 1, Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 for further detail.

F. Accounts Receivable***Government-Wide and Fund Financial Statements***

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate Taxes, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water & Sewer

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed annually and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered fully collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details and parking tickets and are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the

provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Loans

The Department of Community and Economic Development administers loan programs that provide housing assistance to residents and capital needs assistance for small businesses. Upon issuance, a receivable is recorded for the principal amount of the loan.

The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

G. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

H. Restricted Assets

Certain assets of the enterprise fund are classified as restricted if their use is restricted by contract covenants.

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Town's reported deferred outflow of resources relate to pensions.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town's reported deferred inflows of resources relate to pensions.

Governmental Fund Financial Statements

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents assets that have not been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The Town has recorded unavailable revenue as deferred inflows of resources in the governmental funds balance sheet.

J. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets; donated works of art; historical treasures and similar assets; and capital assets received in service concession arrangements are recorded at acquisition value. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costing more than \$60,000 and having a useful life of greater than one year are capitalized.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Land improvements.....	5-50
Buildings.....	5-50
Machinery and equipment.....	3-20
Infrastructure.....	10-75

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

K. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances".

The general fund has provided a long-term interest free loan to the golf enterprise fund and these balances are included in the statement of net position as "internal balances".

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

The general fund has provided a long-term interest free loan to the golf enterprise fund and these balances are included in the fund statements as "Due from other funds" or "Due to other funds".

L. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

M. Unearned and Unavailable Revenue

Unearned revenue at the government-wide and fund financial statement level represents resources that have been received, but not yet earned.

Unavailable revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Unavailable revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements. As of June 30, 2017, unavailable revenue consisted of taxes billed not yet received and grant awards related to expenditure driven grants in which the grant requirements have not been met.

N. Net Position and Fund Equity*Government-Wide Financial Statements (Net Position)*

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been "restricted for" the following:

"Loans" represents community development outstanding loans receivable balances.

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"Other purposes" represents amounts restricted by outside sources for specific purposes.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Fund Financial Statements (Fund Balances)

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Town Meeting is the highest level of decision making authority that can commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

"Assigned" fund balance includes amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed. The Comptroller has the authority to assign fund balance. Funds are assigned when the Town has an obligation to purchase goods or services from the current years' appropriation.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, or assigned to specific purposes within the general fund.

Sometimes the Town will fund outlays for a particular purpose from different components of fund balance. In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balances in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. When different components of fund balance can be used for the same purpose, it is the Town's policy to consider restricted fund balance to have been depleted first, followed by committed fund balance, and assigned fund balance. Unassigned fund balance is applied last.

O. Long-term debt*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable material bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

P. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of both the Brookline Contributory Retirement System ("System") and the Massachusetts Teachers Retirement System and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

The golf, water and sewer enterprise funds and the internal service funds retain their investment income.

R. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

S. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets

and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

T. Individual Fund Deficits

At year-end several individual fund deficits exist in the Special Revenue Funds that will be funded through grants and available fund balances in the next year.

U. Total Column

Government-Wide Financial Statements

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the pension trust fund and the other postemployment benefits trust fund are held separately from those of other funds.

For the general fund, statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). Trust fund investments are subject to the Town's investment policies which are described further in this note. In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. At year-end, the carrying amount of deposits totaled \$95,045,977 and the bank balance totaled \$97,624,320. Of the bank balance, \$860,126 was covered by Federal Depository Insurance, \$90,917,052 was covered by the Depositors Insurance Fund, and \$5,847,142 was exposed to custodial credit risk because it was uninsured and uncollateralized.

The Town's cash and cash equivalents consist of \$95,045,977 in deposits and \$13,988,259 in cash equivalents. These cash and cash equivalents are reported in both the primary government and the fiduciary funds. Those amounts totaled \$106,263,913 and \$2,770,323 respectively. See investments below for amounts designated as cash equivalents.

At December 31, 2016, the carrying amount of deposits for the Retirement System totaled \$6,338,422 and the bank balance totaled \$6,698,690. The entire bank balance of the System was covered by Federal Depository Insurance.

The Retirement System's cash and cash equivalents consist of \$6,409,339 in deposits.

Investments

The Town of Brookline had the following investments, including cash equivalents classified as investments, at June 30, 2017:

Investment Type	Fair Value	Maturity		
		1-5 Years	6-10 Years	Over 10 Years
<u>Debt Securities</u>				
United States Treasury.....	\$ 2,023,721	\$ 1,105,273	\$ 738,073	\$ 180,375
Federal National Mortgage Asso.....	137,568	-	-	137,568
Federal Home Loan Mortgage Corp.....	5,468	-	-	5,468
Bond Mutual Funds.....	714,822	714,822	-	-
Corporate Bonds.....	410,328	179,103	231,225	-
Total Debt Securities.....	\$ 3,291,907	\$ 1,999,198	\$ 969,298	\$ 323,411
<u>Other Investments</u>				
Alternative Investments.....	2,788,576			
PRIT Investments (Pooled Funds).....	34,555,473			
Equity Securities.....	5,666,867			
Equity Mutual Funds.....	5,235,329			
Money Market Mutual Funds (*).....	742,839			
MMDT (*).....	13,245,420			
Total Investments.....	\$ 65,526,411			
(*) designates cash equivalent				
Total investments per above.....	\$ 65,526,411			
Less: cash equivalents.....	(13,988,259)			
Total Investments.....	\$ 51,538,152			

The Town's investments are reported in both the primary government and the fiduciary funds. Those amounts total \$9,977,001 and \$41,561,151 respectively.

As of December 31, 2016, the Retirement System had the following investments:

<u>Other Investments</u>	
Equity Mutual Funds.....	\$ 174,355,061
Bond Mutual Funds.....	61,521,133
PRIT Investments (Pooled Funds).....	2,126,038
Alternative Investments-Real Estate.....	29,378,351
Money Market Mutual Funds (*).....	<u>70,917</u>
 Total Investments.....	 \$ <u>267,451,500</u>

Custodial Credit Risk – Town Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Of the Town's investments, \$2,023,721 in U.S. Treasury Securities, \$137,568 in Federal National Mortgage Association, \$5,468 in Federal Home Loan Mortgage Corporation, \$410,328 in Corporate Bonds, and \$5,666,867 in Equity Securities, the Town has a total custodial credit risk exposure of \$8,243,952 because the related securities are uninsured, unregistered and held by the counterparty.

The Town has an investment policy for custodial credit risk that states; 1) a maximum of 70% of the Town's portfolio can be in equity securities and further that any one security can make up only 5% of the Town's portfolio, 2) a maximum of 50% of the Town's portfolio can be in fixed income securities, 3) a maximum of 20% of the Town's portfolio can be in cash. The policy also states that there are no limits or restrictions with respect to U.S. Government Securities and that the minimum rating of bonds shall be investment grade.

Interest Rate Risk – Town Investments

In investments other than the general fund, the Town's formal investment policy limits the selection of investments to the prudent investor rule, which states that the trustee should exercise reasonable care, skill, and caution. The Town contracts with an investment manager who assists the Town in managing the investment exposure to fair value losses arising from increasing interest rates.

The Town participates in MMDT, which maintains a cash portfolio and short-term bond fund with combined average maturities of approximately 3 months.

Credit Risk – Town Investments

The Town has adopted a formal policy related to credit risk. At June 30, 2017 the Town's debt securities were rated as follows:

Rated Debt Investments - Town						
Quality Ratings	United States Treasury	Federal National Mortgage Asso.	Federal Home Loan Mortgage Corp.	Bond Mutual Funds	Corporate Bonds	Total
AAA.....	\$ -	\$ -	\$ -	\$ -	\$ 26,098	\$ 26,098
AA+.....	2,023,721	137,568	5,468	714,822	24,898	2,906,477
AA.....	-	-	-	-	26,688	26,688
AA-.....	-	-	-	-	101,870	101,870
A+.....	-	-	-	-	102,209	102,209
A.....	-	-	-	-	51,941	51,941
A-.....	-	-	-	-	76,624	76,624
Fair Value..	\$ 2,023,721	\$ 137,568	\$ 5,468	\$ 714,822	\$ 410,328	\$ 3,291,907

Custodial Credit Risk – Retirement System Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Retirement System will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The System does not have any investments subject to custodial credit risk.

The Retirement System has an investment policy for custodial credit risk that states the Retirement System is willing to accept a level of market risk consistent with moderate interim volatility without sacrificing the potential for long-term real growth of assets. To accomplish this goal the Retirement System will utilize extensive diversification to minimize company and industry specific risks while avoiding extreme levels of volatility that could adversely affect the Retirement Systems' participants. All decisions regarding the System's investment policies are voted on by the Retirement Board.

Interest Rate Risk – Retirement System

The Retirement System has a formal investment policy that establishes the objectives and constraints that govern the investment of the Retirement System's assets. The Retirement System's assets are structured to provide growth from capital gains and income, while maintaining sufficient liquidity to meet beneficiary payments. When managing assets the Retirement System at all times must be in accordance with the provisions of the Public Employee Retirement Administration Commission (PERAC), the Employee Retirement Income Security Act (ERISA) and Department of Labor regulations.

The System participates in PRIT. The effective weighted duration rate for PRIT investments ranged from 0.45 to 22.60 years.

Concentration of Credit Risk

The Town limits the amount that may be invested in any one issuer to 5% of the total investments. At June 30, 2017, the Town does not have any investments that exceed the 5% threshold.

The Retirement System limits the amount that may be invested in any one issuer to 5% of the total investments. At December 31, 2016, the Retirement System does not have any investments that exceed the 5% threshold.

Fair Market Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town's mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2017:

Town	Fair Value Measurements Using			
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	
Investment Type				
Investments measured at fair value level:				
<u>Debt Securities</u>				
United States Treasury.....	\$ 2,023,721	\$ 2,023,721	\$ -	\$ -
Federal National Mortgage Asso.....	137,568	137,568	-	-
Federal Home Loan Mortgage Corp.....	5,468	5,468	-	-
Bond Mutual Funds.....	714,822	714,822	-	-
Corporate Bonds.....	410,328	-	410,328	-
Total debt securities.....	3,291,907	2,881,579	410,328	-
<u>Other investments</u>				
Pooled Alternative Investments.....	2,788,576	-	-	2,788,576
Equity Securities.....	5,666,867	5,666,867	-	-
Equity Mutual Funds.....	5,235,329	5,235,329	-	-
Money Market Mutual Funds.....	742,839	742,839	-	-
Total other investments.....	14,433,611	11,645,035	-	2,788,576
Total investments measured at fair value level.....	17,725,518	\$ 14,526,614	\$ 410,328	\$ 2,788,576
Investments measured at the net asset value:				
PRIT Investments.....	34,555,473			
Investments measured at amortized cost:				
MMDT.....	13,245,420			
Total investments.....	\$ 65,526,411			

U.S. government treasuries and government sponsored enterprises, bond mutual funds, equity securities, equity mutual funds, money market mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds classified in Level 2 of the fair value hierarchy are

valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. Pooled alternative investments classified in level 3 are valued using either a discounted cash flow or market comparable companies technique.

PRIT Investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decisions relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

Retirement System

The System significant amounts of investments that are measured at fair value on a recurring basis. Because investing is a key part of the plan's activities, the plan shows greater disaggregation in its disclosures. The plan chooses a tabular format for disclosing the levels within the fair value hierarchy.

The System categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles.

The System has the following recurring fair value measurements as of December 31, 2016:

Retirement System		Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investment Type				
Investments measured at fair value level:				
<u>Debt Securities</u>				
Bond Mutual Funds.....	\$ 61,521,133	\$ 61,521,133	\$ -	\$ -
<u>Other investments</u>				
Equity Mutual Funds.....	174,355,061	174,355,061	-	-
Money Market Mutual Funds.....	70,917	70,917	-	-
Alternative Investments-Real Estate.....	29,378,351	-	-	29,378,351
Total other investments.....	203,804,329	174,425,978	-	29,378,351
Total investments measured at fair value level:	265,325,462	\$ 235,947,111	\$ -	\$ 29,378,351
Investments measured at the net asset value:				
PRIT Investments.....	2,126,038			
Total investments.....	\$ 267,451,500			

Bond mutual funds, equity mutual funds and money market mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Alternative investments – Real Estate classified in level 3 are valued using either a discounted cash flow or market comparable companies technique.

PRIT Investments are valued using the net asset value (NAV) method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The System does not have the ability to control any of the investment decisions relative to its funds in PRIT.

NOTE 3 – RECEIVABLES

At June 30, 2017, receivables for the individual major governmental funds and non-major internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes....	\$ 3,851,076	\$ -	\$ 3,851,076
Tax liens.....	1,824,845	-	1,824,845
Motor vehicle and other excise taxes.....	385,615	(250,107)	135,508
User fees.....	111,845	-	111,845
Departmental and other.....	6,882,165	(2,568,831)	4,313,334
Intergovernmental.....	8,666,247	-	8,666,247
Loans.....	7,417	-	7,417
Total.....	<u>\$ 21,729,210</u>	<u>\$ (2,818,938)</u>	<u>\$ 18,910,272</u>

At June 30, 2017, receivables for the water and sewer enterprise fund totaled \$6,528,235. The amount is considered fully collectible.

Governmental funds report *deferred inflows of resources* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

At the end of the current year, the various components of *deferred inflows of resources* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
<u>Type:</u>			
Real estate and personal property taxes....	\$ 3,396,423	\$ -	\$ 3,396,423
Tax liens.....	1,716,859	-	1,716,859
Motor vehicle and other excise taxes.....	135,508	-	135,508
User fees.....	111,845	-	111,845
Departmental and other.....	4,188,752	124,582	4,313,334
Intergovernmental.....	2,161,000	4,626,166	6,787,166
<u>Other asset type:</u>			
Due from other funds.....	125,000	-	125,000
Total.....	<u>\$ 11,835,387</u>	<u>\$ 4,750,748</u>	<u>\$ 16,586,135</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2017, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 874,873	\$ -	\$ -	\$ 874,873
Construction in progress.....	9,025,734	38,062,016	(3,915,509)	43,172,241
Total capital assets not being depreciated.....	9,900,607	38,062,016	(3,915,509)	44,047,114
<u>Capital assets being depreciated:</u>				
Land improvements.....	33,810,020	2,983,171	-	36,793,191
Buildings.....	303,308,743	10,482,162	-	313,790,905
Machinery and equipment.....	32,485,142	2,464,975	-	34,950,117
Infrastructure.....	48,620,250	3,117,347	(1,880,681)	49,856,916
Total capital assets being depreciated.....	418,224,155	19,047,655	(1,880,681)	435,391,129
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(15,079,173)	(2,023,000)	-	(17,102,173)
Buildings.....	(127,783,389)	(7,868,056)	-	(135,651,445)
Machinery and equipment.....	(21,544,600)	(2,020,124)	-	(23,564,724)
Infrastructure.....	(22,607,055)	(1,974,053)	1,880,681	(22,700,427)
Total accumulated depreciation.....	(187,014,217)	(13,885,233)	1,880,681	(199,018,769)
Total capital assets being depreciated, net.....	231,209,938	5,162,422	-	236,372,360
Total capital assets, net.....	\$ 241,110,545	\$ 43,224,438	\$ (3,915,509)	\$ 280,419,474
	Beginning Balance	Increases	Decreases	Ending Balance
Water & Sewer Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 201,230	\$ -	\$ -	\$ 201,230
Buildings.....	2,810,328	-	-	2,810,328
Machinery and equipment.....	2,588,301	263,123	-	2,851,424
Infrastructure.....	77,827,385	946,075	-	78,773,460
Total capital assets being depreciated.....	83,427,244	1,209,198	-	84,636,442
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(92,765)	(6,574)	-	(99,339)
Buildings.....	(1,365,967)	(68,049)	-	(1,434,016)
Machinery and equipment.....	(1,823,498)	(230,494)	-	(2,053,992)
Infrastructure.....	(21,561,433)	(1,435,609)	-	(22,997,042)
Total accumulated depreciation.....	(24,843,663)	(1,740,726)	-	(26,584,389)
Total capital assets being depreciated, net.....	\$ 58,583,581	\$ (531,528)	\$ -	\$ 58,052,053

	Beginning Balance	Increases	Decreases	Ending Balance
Golf Course Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 2,756,775	\$ 131,447	\$ -	\$ 2,888,222
Buildings.....	2,028,007	-	-	2,028,007
Machinery and equipment.....	143,930	-	-	143,930
Total capital assets being depreciated.....	4,928,712	131,447	-	5,060,159
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(775,716)	(197,421)	-	(973,137)
Buildings.....	(699,181)	(84,454)	-	(783,635)
Machinery and equipment.....	(143,930)	-	-	(143,930)
Total accumulated depreciation.....	(1,618,827)	(281,875)	-	(1,900,702)
Total capital assets being depreciated, net.....	\$ 3,309,885	\$ (150,428)	\$ -	\$ 3,159,457

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$ 1,179,070
Public safety.....	1,342,429
Education.....	5,529,928
Public works.....	4,440,275
Leisure services.....	836,677
Human services.....	556,853
Total depreciation expense - governmental activities.....	\$ 13,885,232

Business-Type Activities:

Water and Sewer.....	\$ 1,740,726
Golf.....	281,875
Total depreciation expense - business-type activities.....	\$ 2,022,601

NOTE 5 - INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2017, are summarized as follows:

Operating Transfers Out:	Operating Transfers In:			
	General Fund	Capital Article Fund	Nonmajor Governmental Funds	Total
General Fund.....	\$ -	\$ 9,744,764	\$ 158,539	\$ 9,903,303
Nonmajor Governmental Funds.....	5,600,900	-	-	5,600,900
Capital Article Fund.....	9,004	-	-	9,004
Water & Sewer Enterprise Fund.....	2,009,789	-	-	2,009,789
Golf Enterprise Fund.....	132,098	-	-	132,098
	\$ 7,751,791	\$ 9,744,764	\$ 158,539	\$ 17,655,094

Transfers represent amounts voted to fund the 2017 operating budget and indirect costs transfers from the enterprise funds.

NOTE 6 - SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and enterprise funds, respectively.

Details related to the short-term debt activity for the year ended June 30, 2017, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2016	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2017
BAN	Golf Course Improvements.....	0.65	03/29/17	\$ 500,000	\$ -	\$ 500,000	\$ -

NOTE 7 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

The Town issued \$36.9 million of new general obligation bonds of which \$35.4 was recognized in the governmental funds, \$1.5 million was recognized in the enterprise fund.

In previous years, certain Governmental general obligation bonds were defeased by placing the proceeds of refunding bonds in an irrevocable trust to provide for all future debt service payments on the refunded bonds. Accordingly, the trust account's assets and liabilities for the defeased bonds are not included in the basic financial statements. At June 30, 2017, \$6,350,000 of Governmental bonds outstanding from the advance refunding are considered defeased.

Details related to the Town's outstanding indebtedness and debt service requirements are as follows:

Governmental Funds							
Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2016	Issued	Redeemed	Outstanding at June 30, 2017
<i>Inside Debt Limit</i>							
Schools.....	2041	\$ 37,891,000	2.00-5.00	\$ 28,015,000	\$ 1,080,000	\$ 2,395,000	\$ 26,700,000
General Government.....	2031	55,458,968	2.00-5.00	25,872,500	1,345,000	3,700,000	23,517,500
Sub-total.....				53,887,500	2,425,000	6,095,000	50,217,500
<i>Outside Debt Limit</i>							
Schools.....	2042	52,760,000	2.00-5.00	12,100,000	33,000,000	1,455,000	43,645,000
General Government.....	2031			4,265,000	-	285,000	3,980,000
Sub-total.....				16,365,000	33,000,000	1,740,000	47,625,000
Total Governmental Bonds Payable.....				70,252,500	35,425,000	7,835,000	97,842,500
Unamortized Premium on Bonds.....				2,434,298	2,621,736	323,681	4,732,353
Total Governmental Long-Term Debt.....				72,686,798	38,046,736	8,158,681	102,574,853
Enterprise Funds							
<i>Inside Debt Limit</i>							
Golf Course Enterprise Fund....	2035	2,249,000	2.00-5.00	995,000	500,000	150,000	1,345,000
Water Enterprise Fund.....	2022	5,855,932	2.00-5.00	1,647,500	-	555,000	1,092,500
Sewer Enterprise Fund.....	2026	12,406,900	0.00-5.00	6,369,657	1,000,000	1,427,960	5,941,697
Total Enterprise Bonds Payable.....				9,012,157	1,500,000	2,132,960	8,379,197
Unamortized Premium on Bonds.....				82,762	-	3,737	79,025
Total Enterprise Long-Term Debt.....				9,094,919	1,500,000	2,136,697	8,458,222
Total Long-Term Debt.....				\$ 81,781,717	\$ 39,546,736	\$ 10,295,378	\$ 111,033,075

Debt service requirements for principal and interest for governmental bonds payable are as follows:

Governmental funds - Debt Service Payments

Fiscal Year	Principal	Interest	Total
2018.....	\$ 9,007,500	\$ 3,566,568	\$ 12,574,068
2019.....	8,640,000	3,281,383	11,921,383
2020.....	8,300,000	2,955,369	11,255,369
2021.....	6,795,000	2,675,469	9,470,469
2022.....	6,795,000	2,393,745	9,188,745
2023.....	6,095,000	2,123,043	8,218,043
2024.....	5,600,000	1,885,532	7,485,532
2025.....	5,200,000	1,679,256	6,879,256
2026.....	4,490,000	1,481,618	5,971,618
2027.....	3,950,000	1,301,250	5,251,250
2028.....	3,785,000	1,138,976	4,923,976
2029.....	3,175,000	1,006,300	4,181,300
2030.....	2,980,000	886,750	3,866,750
2031.....	2,995,000	757,910	3,752,910
2032.....	2,280,000	654,312	2,934,312
2033.....	1,770,000	584,262	2,354,262
2034.....	1,780,000	527,862	2,307,862
2035.....	1,795,000	471,162	2,266,162
2036.....	1,810,000	414,012	2,224,012
2037.....	1,825,000	356,412	2,181,412
2038.....	1,840,000	296,712	2,136,712
2039.....	1,855,000	236,562	2,091,562
2040.....	1,870,000	174,312	2,044,312
2041.....	1,890,000	110,924	2,000,924
2042.....	1,320,000	46,200	1,366,200
Totals.....	\$ 97,842,500	\$ 31,005,895	\$ 128,848,395

Debt service requirements for principal and interest for enterprise fund bonds and notes payable are as follows:

Enterprise Funds - Debt Service Payments

Fiscal Year	Principal	Interest	Total
2018.....	\$ 1,873,441	\$ 284,998	\$ 2,158,439
2019.....	1,525,378	230,249	1,755,627
2020.....	1,395,378	182,188	1,577,566
2021.....	825,000	142,137	967,137
2022.....	590,000	109,337	699,337
2023.....	490,000	85,637	575,637
2024.....	440,000	66,764	506,764
2025.....	340,000	49,863	389,863
2026.....	290,000	35,908	325,908
2027.....	180,000	23,444	203,444
2028.....	85,000	15,412	100,412
2029.....	85,000	12,174	97,174
2030.....	55,000	8,961	63,961
2031.....	55,000	6,605	61,605
2032.....	40,000	4,731	44,731
2033.....	30,000	3,500	33,500
2034.....	30,000	2,552	32,552
2035.....	30,000	1,600	31,600
2036.....	20,000	652	20,652
Totals.....	\$ 8,379,197	\$ 1,266,712	\$ 9,645,909

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During 2017, \$557,000 of such assistance was received for reimbursement. Approximately \$2,418,000 will be received in future years. Of this amount, \$257,000 represents reimbursement of long-term interest costs, and \$2,161,000 represents reimbursement of approved construction costs. Accordingly, a \$2,161,000 intergovernmental receivable and corresponding deferred inflow of resources has been reported in governmental fund financial statements. The deferred inflows of resources have been recognized as revenue in the conversion to the government-wide financial statements.

Beginning in 2005, the Commonwealth changed the method for funding the school building assistance program. Under the new program, the assistance is paid to support construction costs and reduce the total debt service of the Town. Through the end of 2017, the Town has received capital grant proceeds totaling \$7.2 million from the MSBA, which is equal to 38.3% of approved construction costs submitted for reimbursement. The Town anticipates receiving an additional \$1.1 million of grant proceeds related to 2017. Accordingly, a \$1.1 million intergovernmental receivable and corresponding deferred inflow of resources – unavailable revenue has been reported in the governmental fund financial statements. The unavailable revenue has been recognized as revenue in the conversion to the government-wide financial statements.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2017, the Town had the following authorized and unissued debt:

Purpose	Amount
Devotion School.....	\$ 75,400,000
Fire Maintenance Facility & Remodeling.....	4,200,000
Reservoir Park.....	2,200,000
High School Schematic Design.....	1,850,000
School Building Envelope/Fenestration Repairs.....	1,720,000
Traffic Circulation, Pedestrian & Bicycle Crossing Imp....	1,200,000
Town and School Building Roof Repairs.....	1,200,000
Wastewater System Improvements.....	1,000,000
Carlton Street Foot Bridge.....	1,000,000
Golf Course Improvements.....	765,000
Muddy River Project.....	745,000
Water System Improvements.....	300,000
Pierce Playground Renovation.....	60,000
Sewers.....	265
Total.....	\$ <u>91,640,265</u>

Changes in Long-term Liabilities

During the year ended June 30, 2017, the following changes occurred in long-term liabilities:

Governmental Funds

	Balance June 30, 2016	Bonds Issued	Bonds Redeemed	Other Net Increase (Decrease)	Balance June 30, 2017	Current Portion
Long-Term Bonds.....	\$ 70,252,500	\$ 35,425,000	\$ (7,835,000)	\$ -	\$ 97,842,500	\$ 9,007,500
Add: unamortized premium.....	2,434,298	-	-	2,298,055	4,732,353	527,755
Total Long-Term Debt.....	72,686,798	35,425,000	(7,835,000)	2,298,055	102,574,853	9,535,255
Other Postemployment Benefits.....	55,737,395	-	-	9,302,911	65,040,306	-
Workers' Compensation.....	2,937,000	-	-	967,000	3,904,000	429,440
Compensated Absences.....	8,603,098	-	-	(379,489)	8,223,609	6,181,448
Net Pension Liability.....	215,832,203	-	-	(721,391)	215,110,812	-
Landfill Closure.....	4,719,000	-	-	(619,000)	4,100,000	170,000
Total.....	\$ 360,515,494	\$ 35,425,000	\$ (7,835,000)	\$ 10,848,086	\$ 398,953,580	\$ 16,316,143

Business-Type Activities

	Balance June 30, 2016	Bonds Issued	Bonds Redeemed	Other Net Increase (Decrease)	Balance June 30, 2017	Current Portion
Long-Term Bonds.....	\$ 9,012,157	\$ 1,500,000	\$ (2,132,960)	\$ -	\$ 8,379,197	\$ 1,873,441
Add: unamortized premium.....	82,762	-	-	(3,737)	79,025	3,203
Total Long-Term Debt.....	9,094,919	1,500,000	(2,132,960)	(3,737)	8,458,222	1,876,644
Other Postemployment Benefits.....	1,639,357	-	-	105,565	1,744,922	-
Compensated Absences.....	435,938	-	-	(51,736)	384,202	291,945
Net Pension Liability.....	4,848,358	-	-	(16,133)	4,832,225	-
Total.....	\$ 16,018,572	\$ 1,500,000	\$ (2,132,960)	\$ 33,959	\$ 15,419,571	\$ 2,168,589

Internal service funds predominantly serve the governmental funds. Accordingly, the internal service fund's long-term liabilities are included as part of the governmental activities totals above. At year end, \$3,904,000 of internal service fund accrued liabilities is included above. Except for the amounts related to the internal service funds and a portion of the bonds, the governmental activities long-term liabilities are generally liquidated by the general fund.

NOTE 8 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). The intention of GASB 54 is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classifications and the constraints imposed on the uses of those resources.

GASB 54 provides for two major types of fund balances, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town has classified its fund balances with the following hierarchy:

	General	Devotion School Renovation	Capital Article Fund	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ -	1,760,009	\$ 1,760,009
Restricted for:					
Housing trust funds.....	-	-	-	3,673,278	3,673,278
Parking meter fund.....	-	-	-	3,404,086	3,404,086
Revolving funds.....	-	-	-	2,928,380	2,928,380
Trust funds.....	-	-	-	5,860	5,860
Federal grant funds.....	-	-	-	770,137	770,137
Gift and grant funds.....	-	-	-	7,188,684	7,188,684
Sale of cemetery lots/ graves.....	-	-	-	548,029	548,029
Sale of municipal property.....	-	-	-	80,000	80,000
Non-expendable permanent funds.....	-	-	-	40,258	40,258
Cemetery perpetual care.....	-	-	-	171,321	171,321
Library permanent fund.....	-	-	-	5,418,086	5,418,086
Other permanent funds.....	-	-	-	618,614	618,614
Committed to:					
Revenue financed capital article major fund.....	-	8,654,758	11,115,530	-	19,770,288
Debt financed school capital projects.....	-	-	-	2,397	2,397
Debt financed town capital projects.....	-	-	-	6,687,441	6,687,441
Assigned to:					
General government.....	278,752	-	-	-	278,752
Public safety.....	507,553	-	-	-	507,553
Education.....	429,344	-	-	-	429,344
Public works.....	577,267	-	-	-	577,267
Human services.....	18,363	-	-	-	18,363
Leisure services.....	80,841	-	-	-	80,841
Employee benefits.....	57,260	-	-	-	57,260
Free cash used for subsequent year's appropriations.....	8,354,017	-	-	-	8,354,017
Unassigned.....	23,389,047	-	-	-	23,389,047
TOTAL FUND BALANCES.....	\$ 33,692,444	\$ 8,654,758	\$ 11,115,530	\$ 33,296,580	\$ 86,759,312

NOTE 9 – STABILIZATION FUND

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any change to the purpose of the fund along with any additions to or appropriations from the fund requires a two-thirds vote of the legislative body.

At year-end, the balance of the General Stabilization Fund is \$6,263,248 and is reported as unassigned fund balance within the General Fund. The fund earned \$58,914 of investment income during 2017. The stabilization fund balance can be used for general and/or capital purposes upon Town Meeting approval.

NOTE 10 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

The Town is self-insured for its workers' compensation, unemployment and municipal building insurance activities. These activities are accounted for in the internal service fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. Any incurred but not reported liability related to unemployment and municipal building insurance is deemed immaterial and is therefore not recorded.

Workers' Compensation - Claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town purchases individual stop loss insurance for claims in excess of the coverage provided by the Town in the amount of \$800,000. The estimated future workers' compensation liability is based on history and injury type.

At June 30, 2017, the amount of the liability for workers' compensation claims totaled \$3,904,000. Changes in the reported liability since July 1, 2015, are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
Year 2017..... \$	2,937,000 \$	2,944,422 \$	(1,977,422) \$	3,904,000
Year 2016.....	2,860,000	1,541,716	(1,464,716)	2,937,000

NOTE 11 - PENSION PLAN*Plan Descriptions*

The Town is a member of the Brookline Contributory Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the 2 member units. The System is administered by five board members (Board) on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. The System is a component unit and is reported as a pension trust fund in the fiduciary fund financial statements.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor

and is responsible for 100% of the contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2016. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$24,502,357 is reported in the general fund as intergovernmental revenue and pension benefits in the current fiscal year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$240,203,751 as of the measurement date.

Benefits Provided

Both Systems provide retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The Systems provide retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service. There were no reported changes in pension benefits as of December 31, 2016.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System.

At December 31, 2016, the System membership consists of the following:

Active members.....	1,826
Inactive members.....	1,177
Retirees and beneficiaries currently receiving benefits.....	<u>882</u>
Total.....	<u><u>3,885</u></u>

Contributions

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute at rates ranging from 5% to 9% of gross regular compensation with an additional 2%

contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the BCRS a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The total member units' contribution for the year ended December 31, 2016, was \$20,290,863, 28.82% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The Town's proportionate share of the required contribution was \$19,623,677 which equaled its actual contribution. The Town made an additional contribution of \$28,319.

Pension Liabilities

The components of the net pension liability of the participating member units at June 30, 2017 were as follows:

Total pension liability.....	\$ 500,992,538
The pension plan's fiduciary net position.....	<u>(273,889,051)</u>
The net pension liability.....	<u>\$ 227,103,487</u>
The pension plan's fiduciary net position as a percentage of the total pension liability.....	54.67%

At June 30, 2017, the Town reported a liability of \$219,943,037 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2016. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members. At December 31, 2016, the Town's proportion was 96.85%, and at December 31, 2015, the Town's proportion was 96.92%.

Pension Expense

For the year ended June 30, 2017, the Town recognized pension expense of \$9,644,808. At June 30, 2017, the Town reported deferred outflows of resources related to pensions of \$20,353,952 and deferred inflows of resources related to pensions of \$102,901.

The balances of deferred outflows and inflows at June 30, 2017, for the Town are as follows:

Deferred category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 583,266	\$ -	\$ 583,266
Changes of assumptions.....	9,080,437	-	9,080,437
Difference between projected and actual earnings.....	10,320,986	-	10,320,986
Changes in proportionate share of contributions.....	<u>369,264</u>	<u>(102,901)</u>	<u>266,363</u>
Total Deferred Outflows/(Inflows) of Resources.....	<u>\$ 20,353,953</u>	<u>\$ (102,901)</u>	<u>\$ 20,251,052</u>

The deferred outflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2018.....	\$	8,724,075
2019.....		8,724,075
2020.....		3,102,958
2021.....		<u>(300,056)</u>
Total.....	\$	<u>20,251,052</u>

Noncontributory Retirement Allowance – The Town pays the entire retirement allowance for certain retirees who are eligible for noncontributory benefits and are not members of the Retirement System. The general fund expenditures for 2017 totaled approximately \$96,863.

Actuarial Assumptions - The total pension liability in the January 1, 2016, actuarial valuation was determined using the following actuarial assumptions:

Valuation date.....	January 1, 2016
Actuarial cost method.....	Entry Age Normal Actuarial Cost Method
Amortization method - UAAL.....	Appropriation increasing 7.85% per year
Amortization method - 2003 ERI.....	Increasing at 4.50% to reduce the 2003 ERI Actuarial Accrued Liability to zero on or before June 30, 2030
Remaining amortization period.....	As of July 1, 2016, 14 years
Asset valuation method.....	The difference between the expected return and the actual investment return on a market value basis is recognized over a five year period. Asset value is adjusted, if necessary to be within 10% of the market value
Investment rate of return.....	7.40%
Discount rate.....	7.40%
Inflation rate.....	4.50%
Projected salary increases.....	4.50% for Groups 1 and 2, 4.75% for Group 4
Cost of living adjustments.....	3.0% of first \$13,000 of the annual retirement allowance.
Mortality rates.....	RP-2000 Employee Mortality Table projected generationally from 2009 with Scale BB2D for pre-retirement mortality and the RP-2000 Healthy Annuitant Mortality Table projected generationally from 2009 with Scale BB2D for post-retirement mortality. For disabled lives, the mortality rates were based on the RP-2000 Mortality Table projected generationally from 2015 using Scale BB2D.

Investment policy

The pension plan's policy in regard to the allocation of invested assets is established and may be amended by the Board. Plan assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2016 are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return	Target Allocation
Domestic equity.....	6.44%	24.0%
International developed markets equity.....	7.40%	21.0%
International emerging markets equity.....	9.42%	5.00%
Core fixed income.....	2.02%	14.0%
High-yield fixed income.....	4.43%	6.00%
Real estate.....	5.00%	10.0%
Commodities.....	4.43%	3.00%
Hedge fund, GTAA, Risk parity.....	3.75%	7.00%
Private equity.....	10.47%	10.0%
Total.....		<u>100.0%</u>

Rate of return

For the year ended December 31, 2016, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 8.83%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount rate

The discount rate used to measure the total pension liability was 7.40%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the net pension liability to changes in the discount rate

The following table presents the net pension liability, calculated using the discount rate of 7.40%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.40%) or 1-percentage-point higher (8.40%) than the current rate.

	1% Decrease (6.40%)	Current Discount (7.40%)	1% Increase (8.40%)
The Town's proportionate share of the net pension liability.....	\$ <u>273,067,250</u>	\$ <u>219,943,037</u>	\$ <u>175,196,240</u>
Total net liability.....	\$ <u>281,957,209</u>	\$ <u>227,103,487</u>	\$ <u>180,899,917</u>

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

The Town implemented the provisions of GASB Statement #43, *Financial Reporting for Postemployment Benefit Plans Other Than Pensions*, and established its "Other Postemployment Benefits Trust Fund". The Town voted to begin funding its OPEB liabilities through the use of this fund.

Plan Description - The Town of Brookline administers a single-employer defined benefit healthcare plan (Plan). The Plan provides lifetime healthcare and life insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32b of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Plan does not issue a publicly available financial report.

Funding Policy - Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. For 2017, the Town contributes 83% of the cost of current-year premiums for healthcare for eligible retired plan members and their spouses and 75% of current-year premiums for life insurance for eligible plan members. For 2017, the Town contributed \$15.0 million to the plan.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish a postemployment benefit trust fund and to enable the Town to raise taxes necessary to begin prefunding its OPEB liabilities. The Town has named the Retirement System as Trustees of the OPEB Fund. The majority of assets are invested in the Pension Reserves Investment Trust (PRIT) Fund. The PRIT Fund is subject to oversight by the Pension Reserves Investment Management Board (PRIM) Board. A nine member Board of Trustees governs the PRIM Board.

During 2017, the Town pre-funded future OPEB liabilities totaling approximately \$3,774,837 by contributing funds to the Other Postemployment Benefit Fund in excess of the pay-as-you-go required contribution. These funds are reported within the Fiduciary Funds financial statements. As of June 30, 2017, the balance of this fund totaled \$37.7 million.

The annual money-weighted rate of return on OPEB plan investments was 11.98%. The money-weighted rate of return expresses investment performance, net of OPEB plan investment expense, adjusted for the changing amounts actually invested.

Plan Membership – The following table represents the Plan's membership at June 30, 2017:

Active members.....	1,525
Inactive members currently receiving benefits.....	<u>1,666</u>
Total.....	<u>3,191</u>

Components of OPEB Liability – The following table represents the components of the Plan's OPEB liability as of June 30, 2017:

Total OPEB liability.....	\$ 292,197,628
Less: OPEB plan's fiduciary net position.....	<u>(37,704,256)</u>
Net OPEB liability.....	<u>\$ 254,493,372</u>
The OPEB plan's fiduciary net position	
as a percentage of the total OPEB liability.....	12.90%

Significant Actuarial Methods and Assumptions – The Plan's total OPEB liability in the June 30, 2016, actuarial valuation was determined using the following actuarial methods and assumptions, applied to all periods including the measurement date that was updated to June 30, 2017 to be in accordance with GASB #74:

Valuation date.....	June 30, 2016
Actuarial cost method.....	Entry Age Normal, Level percentage of payroll
Investment rate of return.....	7.40%
Healthcare cost trend rate.....	8.50% decreasing by .50% for 7 years to an ultimate level of 5.00%
Inflation.....	3.50%
Participation.....	100% of active employees with coverage are assumed to elect retiree coverage. The active liability has been loaded by 20% to account for current employees who have waived health coverage but are expected to receive coverage through the Town as retirees. 100% of retirees over age 65 are assumed to remain in their current medical plan for life.
Salary increases.....	4.50% for Group 1 (excluding teachers) and Group 2 employees. 4.75% for Group 4 employees. Service related increases for teachers: 7.50% decreasing over 20 years to an ultimate level of 4.00%
Asset valuation method.....	Market Value of Assets
Mortality.....	Pre-Retirement (Non Teachers) - RP-2000 Employee Mortality Table projected generationally with Scale BB2D from 2009. Healthy (Non-Teachers) - RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2009 Disabled (Non-Teachers) - RP-2000 Healthy Annuitant Mortality Table projected generationally with Scale BB2D from 2015

Investment policy

The OPEB plan's assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the Town's investment policy. The Town's policy is to fund contributions annually from the operating budget and to incrementally increase the contributions by at least \$250,000 per year until funding the total ARC.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The nominal rate of return includes

and inflation assumption of 3.5% net of investment expenses to produce the long-term expected real rate of return.

Best estimates of geometric real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2017 are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity.....	18.00%	6.44%
International Equity - Developed Market.....	16.00%	7.40%
International Equity - Emerging Market.....	6.00%	9.42%
Core Fixed Income.....	13.00%	2.02%
High-yield Fixed Income.....	10.00%	4.43%
Real Estate.....	10.00%	5.00%
Commodities.....	4.00%	4.43%
Hedge funds, GTAA, Risk Parity.....	13.00%	3.75%
Private Equity.....	10.00%	10.47%
Total Asset Allocation.....	100.00%	

Sensitivity of the net OPEB liability to changes in the discount rate – The following table presents the Plan's net OPEB liability, calculated using the discount rate of 7.4%, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.4%) or 1-percentage-point higher (8.4%) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
Net OPEB liability.....	\$ 295,816,292	\$ 254,493,372	\$ 220,709,646

Sensitivity of the net OPEB liability to changes in the healthcare trend – The following table presents the net other postemployment benefit liability, calculated the healthcare trend rate if it was 1-percentage-point lower or 1-percentage-point higher than the current rate.

	1% Decrease (7.5%)	Current Trend Rate (8.5%)	1% Increase (9.5%)
Net OPEB liability.....	\$ 214,424,822	\$ 254,493,372	\$ 304,975,843

Annual OPEB Cost and Net OPEB Obligation – The Town's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement #45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$ 23,747,168
Interest on existing net OPEB obligation.....	3,528,670
Adjustments to annual required contribution.....	<u>(2,610,003)</u>
Annual OPEB cost (expense).....	24,665,835
Contributions made.....	<u>(15,257,359)</u>
Increase/Decrease in net OPEB obligation.....	9,408,476
Net OPEB obligation - beginning of year.....	<u>57,376,752</u>
Net OPEB obligation - end of year.....	<u><u>\$ 66,785,228</u></u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 is as follows:

Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/17	\$ 24,665,835	61.9%	\$ 66,785,228
6/30/16	18,877,059	76.1%	57,376,752
6/30/15	18,055,248	73.4%	52,862,279

Funded Status and Funding Progress - As of June 30, 2016, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$310.7 million, of which the Town has funded approximately \$30.0 million. The covered payroll (annual payroll of active employees covered by the plan) was \$154.9 million, and the ratio of the UAAL to the covered payroll was 181.2%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions - Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the June 30, 2016, actuarial valuation, reported under GASB Statement #45, the projected unit credit actuarial cost method was used. The actuarial assumptions included a 6.15 percent partially funded investment rate of return, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 8.5 percent for one year, reduced by 0.50 percent per year for 7 years to an ultimate level of 5.0 percent, thereafter. Both rates included a 4.0 percent inflation assumption. The actuarial value of assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period. The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at June 30, 2016, was 30 years, open.

NOTE 13 - LANDFILL CLOSURE COSTS

State and federal laws and regulations require the Town to close its old landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site after closure. The Town operated a solid waste landfill that ceased operations in 1972. The Town has reflected \$4,100,000 as the estimate of the rear landfill closure liability at June 30, 2017. This amount is based on estimates of what it would cost to perform all future closure care. Actual costs may be higher due to inflation, changes in technology, or changes in regulations.

NOTE 14 - INTERFUND LOAN

On June 12, 2001, the General Fund issued an interest free note in the amount of \$500,000 to Putterham Meadows Golf Club Enterprise Fund to meet projected and capital expenses. The note is payable at \$25,000 per year, due on July 1 of each year. At June 30, 2017 the outstanding loan balance was \$125,000.

On August 7, 2012, the General Fund issued an interest free note in the amount of \$500,000 to Putterham Meadows Golf Club Enterprise Fund for the construction of a maintenance shed. The note is payable at \$25,000 per year, beginning in 2015. At June 30, 2017 the outstanding loan balance was \$400,000.

NOTE 15 - COMMITMENTS

The Town has entered into a long-term contract with Casella Waste Management of Massachusetts, Inc. to load, haul and dispose of municipal solid waste. The Town is charged a flat rate per ton that is subject to increase annually. There are no minimum tonnage requirements that the Town must comply with. The 2016 price was \$70.00 per ton, the 2017 price was \$72.00 per ton and the 2018 price is currently \$74.00 per ton. The contract expires on June 30, 2020.

The Town entered into a long-term contract with Casella Waste Management of Massachusetts, Inc. to provide collection and processing of single stream recycling for the Town. The 2017 cost was \$1,149,290 for collection plus \$75 per ton processing fee minus the Average Commodity Rate (ACR) which was approximately \$63 per ton. The 2018 cost is currently \$1,175,149 for collection plus \$75 per ton processing minus the ACR which is approximately \$75 per ton. The contract expires on June 30, 2020.

The School Department has entered into an agreement with Eastern Bus Company, Inc. to provide for regular transportation. The 2017 cost was \$285,970 and the expected cost for 2018 is \$294,549. The contract expires on August 31, 2018, and may be extended annually.

The School Department has entered into an agreement with Eastern Bus Company, Inc. to provide for METCO transportation. The 2017 cost was \$369,025 and the expected cost for 2018 is \$399,000. The contract expires on August 31, 2018, and may be extended annually.

The School Department has also entered into an agreement with Y.C.N. Transportation, Inc. to provide transportation for its special needs students. The 2017 cost was \$1,637,189 and the expected cost for 2018 is \$1,703,636. The contract expires on August 31, 2018.

The Town has entered into, or is planning to enter into, contracts totaling approximately \$91.6 million for renovations of the Devotion School, various Town and School building repairs, a fire maintenance facility, high school schematic design, Reservoir Park project, a wastewater system improvements, and various other building and construction projects.

NOTE 16 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2017.

NOTE 17 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 7, 2017, which is the date the financial statements were available to be issued.

NOTE 18 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2017, the following GASB pronouncements were implemented:

- GASB Statement #74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The basic financial statements, related notes and required supplementary information were updated to be in compliance with this pronouncement.
- GASB Statement #77, *Tax Abatement Disclosures*. This pronouncement did not impact the basic financial statements.
- GASB Statement #78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. This pronouncement did not impact the basic financial statements.
- GASB Statement #80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement #14*. This pronouncement did not impact the basic financial statements.

- GASB Statement #82, *Pension Issues – an amendment of GASB Statements #67, #68, and #73*. The basic financial statements and related notes were updated to be in compliance with this pronouncement.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which is required to be implemented in 2018.
- The GASB issued Statement #81, *Irrevocable Split-Interest Agreements*, which is required to be implemented in 2018.
- The GASB issued Statement #83, *Certain Asset Retirement Obligations*, which is required to be implemented in 2019.
- The GASB issued Statement #84, *Fiduciary Activities*, which is required to be implemented in 2020.
- The GASB issued Statement #85, *Omnibus 2017*, which is required to be implemented in 2018.
- The GASB issued Statement #86, *Certain Debt Extinguishment Issues*, which is required to be implemented in 2018.
- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2021.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

Required Supplementary Information

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2017

	Budgeted Amounts			
	(A)	(B)	(A+B)	
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 202,217,960	\$ 202,217,960	\$ 202,217,960
Motor vehicle and other excise taxes.....	-	5,500,000	5,500,000	5,500,000
Hotel/motel tax.....	-	1,593,000	1,593,000	1,593,000
Local meals tax.....	-	1,045,500	1,045,500	1,045,500
Charges for services.....	-	5,121,250	5,121,250	4,986,500
Penalties and interest on taxes.....	-	500,250	500,250	500,250
Payments in lieu of taxes.....	-	890,000	890,000	890,000
Licenses and permits.....	-	3,348,475	3,348,475	3,343,975
Fines and forfeitures.....	-	4,227,000	4,227,000	4,202,000
Intergovernmental.....	-	19,568,054	19,568,054	19,568,054
Departmental and other.....	-	1,436,223	1,436,223	1,599,223
Investment income.....	-	225,000	225,000	225,000
TOTAL REVENUES.....	-	245,672,712	245,672,712	245,671,462
EXPENDITURES:				
Current:				
General government.....	153,319	9,448,307	9,601,626	12,439,728
Public safety.....	763,380	37,332,792	38,096,172	40,283,251
Education.....	754,581	101,058,795	101,813,376	101,873,366
Public works.....	431,571	14,110,546	14,542,117	16,264,202
Human services.....	14,072	2,590,121	2,604,193	2,712,502
Leisure services.....	63,264	4,967,026	5,030,290	5,218,538
Pension benefits.....	-	19,718,677	19,718,677	19,718,677
Employee benefits.....	7,419	42,388,200	42,395,619	36,410,536
State and county charges.....	-	6,387,305	6,387,305	6,393,642
Debt service:				
Principal.....	-	7,923,973	7,923,973	7,899,723
Interest.....	-	2,818,965	2,818,965	2,795,934
TOTAL EXPENDITURES.....	2,187,606	248,744,707	250,932,313	252,010,099
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(2,187,606)	(3,071,995)	(5,259,601)	(6,338,637)
OTHER FINANCING SOURCES (USES):				
Sale of assets.....	-	-	-	-
Transfers in.....	-	7,742,787	7,742,787	7,742,787
Transfers out.....	-	(9,903,303)	(9,903,303)	(9,903,303)
TOTAL OTHER FINANCING SOURCES (USES).....	-	(2,160,516)	(2,160,516)	(2,160,516)
NET CHANGE IN FUND BALANCE.....	(2,187,606)	(5,232,511)	(7,420,117)	(8,499,153)
BUDGETARY FUND BALANCE, Beginning of year.....	-	27,545,525	27,545,525	27,545,525
BUDGETARY FUND BALANCE, End of year.....	\$ (2,187,606)	\$ 22,313,014	\$ 20,125,408	\$ 19,046,372

See notes to required supplementary information.

Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
\$ 202,978,672	\$ -	\$ 760,712
6,211,079	-	711,079
1,755,279	-	162,279
1,149,091	-	103,591
5,798,314	-	811,814
632,437	-	132,187
1,407,085	-	517,085
5,769,895	-	2,425,920
3,946,124	-	(255,876)
19,621,565	-	53,511
1,689,952	-	90,729
302,106	-	77,106
<u>251,261,599</u>	<u>-</u>	<u>5,590,137</u>
9,733,532	278,752	2,427,444
39,012,852	507,553	762,846
101,346,298	429,344	97,724
15,289,977	577,267	396,958
2,644,489	18,363	49,650
5,079,975	80,841	57,722
19,720,540	-	(1,863)
36,064,566	57,260	288,710
6,423,594	-	(29,952)
7,835,000	-	64,723
<u>2,373,233</u>	<u>-</u>	<u>422,701</u>
<u>245,524,056</u>	<u>1,949,380</u>	<u>4,536,663</u>
<u>5,737,543</u>	<u>(1,949,380)</u>	<u>10,126,800</u>
9,000	-	9,000
7,751,791	-	9,004
<u>(9,903,303)</u>	<u>-</u>	<u>-</u>
<u>(2,142,512)</u>	<u>-</u>	<u>18,004</u>
3,595,031	(1,949,380)	10,144,804
<u>27,545,525</u>	<u>-</u>	<u>-</u>
<u>\$ 31,140,556</u>	<u>\$ (1,949,380)</u>	<u>\$ 10,144,804</u>

Pension Plan Schedules – Retirement System

The Pension Plan's Schedule of Changes in the Net Pension Liability presents multi-year trend information on the net pension liability and related ratios.

The Pension Plan's Schedule of Contributions presents multi-year trend information on the required and actual contributions to the pension plan and related ratios.

The Pension Plan's Schedule of Investment Return presents multi-year trend information on the money-weighted investment return on retirement assets, net of investment expense.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

**SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY
AND RELATED RATIOS
BROOKLINE CONTRIBUTORY RETIREMENT SYSTEM**

	December 31, 2016	December 31, 2015	December 31, 2014
Total pension liability:			
Service cost.....	\$ 10,619,644	\$ 9,579,238	\$ 9,255,303
Interest.....	35,531,295	33,783,255	32,675,994
Changes in benefit terms.....	-	-	-
Differences between expected and actual experience.....	-	1,204,511	-
Changes in assumptions.....	-	18,752,117	-
Benefit payments, including refunds of employee contributions.....	(29,382,812)	(28,063,973)	(27,308,052)
Net change in total pension liability.....	16,768,127	35,255,148	14,623,245
Total pension liability, beginning.....	484,224,411	448,969,263	434,346,018
Total pension liability, ending (a).....	\$ 500,992,538	\$ 484,224,411	\$ 448,969,263
Plan fiduciary net position:			
Member contributions.....	\$ 20,290,863	\$ 19,232,179	\$ 6,233,795
Employer contributions.....	6,514,452	6,197,022	18,432,347
Pension contributions from federal grants.....	-	-	-
Net investment income (loss).....	20,418,899	1,734,820	14,475,566
Retirement benefits and refunds.....	(29,382,812)	(28,063,973)	(27,308,052)
Administrative expenses.....	(475,767)	(413,350)	(416,818)
Military Service Fund Contribution.....	-	-	-
Net increase (decrease) in fiduciary net position.....	17,365,635	(1,313,302)	11,416,838
Fiduciary net position at beginning of year.....	256,523,416	257,836,718	246,419,880
Fiduciary net position at end of year (b).....	\$ 273,889,051	\$ 256,523,416	\$ 257,836,718
Net pension liability - ending (a) - (b).....	\$ 227,103,487	\$ 227,700,995	\$ 191,132,545
Plan fiduciary net position as a percentage of the total pension liability.....	54.67%	52.98%	57.43%
Covered-employee payroll.....	\$ 70,417,269	\$ 67,587,462	\$ 64,829,168
Net pension liability as a percentage of covered-employee payroll.....	322.51%	336.90%	294.82%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

SCHEDULE OF CONTRIBUTIONS
BROOKLINE CONTRIBUTORY RETIREMENT SYSTEM

	December 31, 2016	December 31, 2015	December 31, 2014
Actuarially determined contribution.....	\$ 20,262,544	\$ 19,206,203	\$ 18,204,932
Contributions in relation to the actuarially determined contribution.....	<u>20,290,863</u>	<u>19,232,179</u>	<u>18,432,347</u>
Contribution deficiency (excess).....	\$ <u>(28,319)</u>	\$ <u>(25,976)</u>	\$ <u>(227,415)</u>
Covered-employee payroll (a).....	\$ 70,417,269	\$ 67,587,462	\$ 64,829,168
Contributions as a percentage of covered- employee payroll.....	28.82%	28.46%	28.08%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those
years for which information is available.

(a) Covered employee payroll for 2014 has been restated to reflect
a change in the definition of covered payroll under
GASB Statement #82.

See notes to required supplementary information.

SCHEDULE OF INVESTMENT RETURN
BROOKLINE CONTRIBUTORY RETIREMENT SYSTEM

	December 31, 2016	December 31, 2015	December 31, 2014
Annual money-weighted rate of return, net of investment expense.....	8.83%	1.43%	7.01%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those
years for which information is available.

The annual money-weighted rate of return has been calculated by
the Public Employee Retirement Administration Commission (PERAC).

See notes to required supplementary information.

Pension Plan Schedules - Town

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of the Special Funding Amounts of the Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is compiled, information is presented for those years for which information is available.

SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
BROOKLINE CONTRIBUTORY RETIREMENT SYSTEM

	December 31, 2016	December 31, 2015	December 31, 2014
Town's proportion of the net pension liability (asset).....	96.85%	96.92%	96.53%
Town's proportionate share of the net pension liability (asset)..... \$	219,943,037	\$ 220,680,561	\$ 184,493,444
Town's covered employee payroll (a)..... \$	68,135,389	\$ 65,389,850	\$ 62,892,101
Net pension liability as a percentage of Town's covered-employee payroll.....	322.80%	337.48%	293.35%
Plan fiduciary net position as a percentage of the total pension liability.....	54.67%	52.98%	57.43%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for
which information is available.

(a) Covered employee payroll for 2014 has been restated to reflect
a change in the definition of covered payroll under
GASB Statement #82.

See notes to required supplementary information.

SCHEDULE OF TOWN CONTRIBUTIONS
BROOKLINE CONTRIBUTORY RETIREMENT SYSTEM

	June 30, 2017	June 30, 2016	June 30, 2015
Actuarially determined contribution.....	\$ 19,623,677	\$ 18,614,041	\$ 17,572,573
Contributions in relation to the actuarially determined contribution.....	<u>19,651,996</u>	<u>18,640,017</u>	<u>17,799,988</u>
Contribution deficiency (excess).....	\$ <u>(28,319)</u>	\$ <u>(25,976)</u>	\$ <u>(227,415)</u>
Town's Covered-employee payroll (a).....	\$ 68,135,389	\$ 65,389,850	\$ 62,892,101
Contributions as a percentage of Town covered- employee payroll.....	28.84%	28.51%	27.94%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those
years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS
OF THE NET PENSION LIABILITY
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary

<u>Fiscal Year</u>	<u>Commonwealth's 100% Share of the Net Pension Liability Associated with the Town</u>	<u>Town's Expense and Revenue Recognized for the Commonwealth's Support</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Liability</u>
2017.....	\$ 240,203,751	\$ 24,502,357	52.73%
2016.....	213,814,290	10,664,082	55.38%
2015.....	161,142,974	9,502,310	61.64%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

Other Postemployment Benefit Plan Schedules

The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered employee payroll.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Return presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

The Schedule of Funding progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents multiyear trend information for required and actual contributions relating to the plan.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

**SCHEDULE OF CHANGES IN THE
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

June 30, 2017

Total OPEB Liability

Service Cost.....	\$ 7,834,451
Interest.....	20,535,436
Changes of benefit terms.....	-
Differences between expected and actual experience.....	-
Changes of assumptions.....	-
Benefit payments.....	(11,482,521)
Net change in total OPEB liability.....	16,887,366
Total OPEB liability- beginning.....	275,310,262
Total OPEB liability- ending (a).....	\$ 292,197,628

Plan fiduciary net position

Contributions- employer	\$ 15,257,359
Net investment income.....	3,913,029
Benefit payments.....	(11,482,521)
Net change in plan fiduciary net position.....	7,687,867
Plan fiduciary net position- beginning.....	30,016,389
Plan fiduciary net position- ending (b).....	\$ 37,704,256

Town's net OPEB liability- ending (a)-(b)..... \$ **254,493,372**

Plan fiduciary net position as a percentage of the
total OPEB liability..... 12.90%

Covered-employee payroll..... 163,493,255

Town's net OPEB liability as a percentage of
covered-employee payroll..... 155.66%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years
for which information is available.

See notes to required supplementary information.

**SCHEDULE OF TOWN CONTRIBUTIONS
OTHER POSTEMPLOYMENT BENEFIT PLAN**

	<u>June 30, 2017</u>
Actuarially determined contribution.....	\$ 23,747,168
Contributions in relation to the actuarially determined contribution.....	<u>(15,257,359)</u>
Contribution deficiency (excess).....	<u>\$ 8,489,809</u>
Covered-employee payroll.....	\$ 163,493,255
Contributions as a percentage of covered- employee payroll.....	14.52%

Note: this schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those years for
which information is available.

See notes to required supplementary information.

SCHEDULE OF INVESTMENT RETURNS
OTHER POSTEMPLOYMENT BENEFIT PLAN

June 30, 2017

Annual money-weighted rate of return, net of investment expense.....	11.98%
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Note: This schedule is intended to present information for 10 years.
Until a 10-year trend is compiled, information is presented for those
years for which information is available.

See notes to required supplementary information.

OTHER POSTEMPLOYMENT BENEFIT PLAN
SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS

JUNE 30, 2017

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
6/30/2016	\$ 30,016,389	\$ 310,739,433	\$ 280,723,044	10%	\$ 154,905,873	181.22%
6/30/2014	22,373,501	220,718,530	198,345,029	10%	142,177,301	139.51%
6/30/2012	12,766,296	202,733,897	189,967,601	6%	128,628,216	147.69%
6/30/2010	7,355,050	215,241,642	207,886,592	3%	124,608,849	166.83%

Schedule of Employer Contributions

Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed
2017	\$ 23,747,168	\$ 15,257,359	64%
2016	17,847,987	14,362,586	80%
2015	17,119,593	13,256,526	77%
2014	17,007,193	13,990,280	82%
2013	16,290,766	12,278,875	75%
2012	15,558,958	11,655,515	75%
2011	21,473,717	10,522,409	49%

See notes to required supplementary information.

OTHER POSTEMPLOYMENT BENEFIT PLAN
ACTUARIAL METHODS AND ASSUMPTIONS

Actuarial Methods and Assumptions:

Valuation date.....	June 30, 2016
Actuarial cost method.....	Projected Unit Credit
Amortization method.....	Amortization payments increasing at 4.0%, open
Remaining amortization period.....	30 years, open
Asset valuation method.....	Market value

Actuarial Assumptions:

Investment rate of return.....	6.15% partially funded
Inflation.....	4.00%
Medical/drug cost trend rate.....	8.5% for 1 year then decreasing by 0.50% for 7 years to an ultimate level of 5.00% per year

Plan Membership:

Current retirees, beneficiaries, and dependents...	1,666
Current active members.....	<u>1,525</u>
Total.....	<u><u>3,191</u></u>

See notes to required supplementary information.

NOTE A - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**A. Budgetary Information**

Municipal Law requires the Town to adopt a balanced budget that is approved at the Annual Town Meeting. The Advisory Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Expenditures are budgeted for each department by four major appropriation units, which are personal services, expenses, debt service and capital outlay that are mandated by Municipal Law. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Amendments to the originally adopted budget and transfers between departments require the approval of Town Meeting. Transfers between appropriation units within a department (except for the School Department and Library) require the approval of the Town Administrator, and are subject to certain restrictions that may require authorization from the Board and Advisory Committee. Expenditures within the appropriation of the School Department are not restricted. Transfers between Library appropriation units require the approval of the Board of Library Trustees.

The majority of appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the payment of debt service is statutorily required, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original 2017 approved budget, including amounts carried forward from the prior years authorized approximately \$260.8 in appropriations and other amounts to be raised. During 2017, Town Meeting approved appropriation increases totaling \$1.1 million.

Funding for the current year budget comes from two primary sources: amounts raised in the current year and reserves accumulated over time (e.g. free cash and overlay). If the amount raised in the current year is less than the total amount appropriated, reserves are used to fund the difference. In 2017 the Town used \$6.3 million of free cash and overlay surplus to balance the budget. These reserves are used to fund one-time expenses, primarily capital projects.

The Office of the Comptroller has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2017, is presented below:

Excess of revenues and other financing sources (uses) over expenditures - budgetary basis.....	\$	3,595,031
<u>Perspective difference:</u>		
Activity of the stabilization fund recorded in the general fund for GAAP		58,914
<u>Basis of accounting differences:</u>		
Recognition of expenditures on modified accrual basis.....		147,286
Net change in recording 60-day receipts accrual.....		(10,813)
Tax refunds payable.....		1,057,000
Recognition of revenue for on-behalf payments.....		24,502,000
Recognition of expenditures for on-behalf payments.....		<u>(24,502,000)</u>
Excess of revenues and other financing sources (uses) over expenditures - GAAP basis.....	\$	<u><u>4,847,418</u></u>

C. Appropriation Deficits

During 2017, expenditures exceeded the budgeted appropriation for pension benefits related to the non-contributory pensions and state and county charges. These deficits will be funded through tax levy in 2018.

NOTE B – PENSION PLAN***Brookline Contributory Retirement System Pension Plan Schedules***A. Schedule of Changes in the Net Pension Liability and Related Ratios

The Schedule of Changes in the Net Pension Liability and Related Ratios includes the detailed changes in the systems total pension liability, changes in the systems net position, and the ending net pension liability. It also demonstrates the plan's net position as a percentage of the total pension liability and the net pension liability as a percentage of covered payroll.

B. Schedule of Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The total appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The total appropriations are payable on July 1 and January 1. Employers may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual employer contributions may be less than the "total appropriation". The pension fund appropriations are allocated amongst employers based on covered payroll.

C. Schedule of Investment Return

The money weighted rate of return is calculated as the internal rate of return on pension plan investments, net of pension plan investment expense. A money weighted rate of return expresses investment performance, net of pension plan investment expense, adjusted for the changing amounts actually invested. Inputs to the money weighted rate of return calculation are determined monthly.

Pension Plan Schedules - TownA. Schedule of the Town's Proportionate Share of the Net Pension Liability

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

B. Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The Town's appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The Town's appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual Town contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

C. Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

D. Changes in Assumptions

- The investment return assumption was lowered from 7.60% to 7.40%.
- The mortality assumption for non-disabled retirees was changed from the RP-2000 Healthy Annuitant Mortality Table projected generationally from 2010 using Scale AA to the RP-2000 Healthy Annuitant Mortality Table projected generationally from 2009 using Scale BB2D.
- The mortality assumption for employees was changed from the RP-2000 Employee Mortality Table projected generationally from 2010 using Scale AA to the RP-2000 Employee Mortality Table projected generationally from 2009 using Scale BB2D.
- The mortality assumption for disabled participants was changed from the RP-2000 Healthy Annuitant Mortality Table set forward two years projected generationally from 2010 using Scale AA to the RP-2000 Healthy Annuitant Mortality Table projected generationally from 2016 using Scale BB2D

- The administrative expense assumption was increased from \$415,000 for calendar 2014 to \$430,000 for calendar 2017.

E. Changes in Plan Provisions

None

NOTE C – OTHER POSTRETIREMENT BENEFITS

The Town of Brookline administers a single-employer defined benefit healthcare plan (“the Plan”). The Plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the Town’s health insurance plan, which covers both active and retired members, including teachers.

The Other Postemployment Benefit Plan

Schedule of changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town’s Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan’s total OPEB liability, changes in the Plan’s net position, and ending net OPEB liability. It also demonstrates the Plan’s net position as a percentage of the total liability and the Plan’s net other postemployment benefit liability as a percentage of covered employee payroll.

Schedule of the Town’s Contributions

The Schedule of the Town’s Contributions includes the Town’s annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered payroll.

Schedule of Investment Return

The Schedule of Investment Return includes the money-weighted investment return on the Plan’s other postemployment assets, net of investment expense.

The Town

The Town currently finances its other postemployment benefits (OPEB) on a hybrid of pay-as-you-go and setting aside monies in an OPEB Trust. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is 10%. In accordance with *Governmental Accounting Standards*, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Schedule of Funding Progress

The Schedule of Funding Progress presents multiyear trend information which compares, over time, the Town's actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

Schedule of Employer Contributions

The Schedule of Employer Contributions presents multiyear trend information for the Town's required and actual contributions relating to the plan.

Schedule of Actuarial Methods and Assumptions

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

